Vacancy for Post of Officer-in-Charge, Sports (to be restyled Head, Sports)
Rodrigues Regional Assembly (Sports)

Applications are invited from qualified officers of the Rodrigues Regional Assembly who wish to be considered for appointment as Officer-in-Charge, Sports (to be restyled Head, Sports) in the Rodrigues Regional Assembly (Sports).

II. QUALIFICATIONS

By selection from among officers in the grade of Sports Officer who-

(i) reckon at least three years’ service in a substantive capacity in the grade;
(ii) possess leadership and supervisory skills; and
(iii) possess good communication and interpersonal skills.

III. ROLE AND RESPONSIBILITIES

To be responsible to the Departmental Head for planning, co-ordinating and implementing policies, programmes, and projects for the promotion and development of sports and leisure.

IV. DUTIES AND SALARY

1. To advise on the formulation of policies, programmes and projects for the development of sports.

2. To be responsible for –

   (i) the organisation of major events at local level;
   (ii) the setting up and maintenance of local sports infrastructure;
   (iii) the proper functioning of the Sports Section including the management of staff;
   (iv) the organisation of competitions and activities conducive to sports development; and
   (v) the organisation of training courses for officers of the Sports Cadre.

3. To monitor the work/programmes of the officers of the Sports Cadre.

4. To plan and co-ordinate sports projects and programmes.

5. To ensure the proper running of sports complexes/infrastructure.
6. To be responsible for the running of sports training centres of the Commission, including –
   (i) the organisation of courses in Physical Education and Sports; and
   (ii) the formation of Coaches, referees and sports officials.
7. To supervise the conduct of competitions.
8. To ensure the availability of relevant statistics regarding sports activities organised at regional, national and international levels.
9. To use ICT in the performance of his duties.
10. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Officer-in-Charge, Sports (to be restyled Head, Sports) in the roles ascribed to him.

Note

The Officer-in-Charge, Sports (to be restyled Head, Sports) may be required to work at staggered hours including Sundays and Public Holidays.

The permanent and pensionable post carries salary in scale Rs 38,350 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 62,950 a month.

V. MODE OF APPLICATION

1. Qualified candidates should submit their application on PSC Form 7 which may be obtained either from the Enquiry Counter of the Ministry of Civil Service and Administrative Reforms, Ground Floor, Emmanuel Anquetil Building, Port Louis or from the Enquiry Counter of the Public Service Commission, 7, Louis Pasteur Street, Forest Side or from the Chief Commissioner’s Office, Port Mathurin, Rodrigues or from the offices of the Mauritius High Commission/Embassies overseas.

2. This circular together with the application form (PSC Form 7) are available on the website of the Public Service Commission at http://psc.govmu.org

3. Acknowledgement of applications will be made, as far as possible, by e-mail. Candidates are therefore advised to submit their e-mail address.

4. Candidates are also advised to read carefully the “NOTES AND INSTRUCTIONS TO CANDIDATES” before filling in the application form. Care should be taken to fill in the application form correctly. Incomplete, inadequate or inaccurate filling of the application form may entail elimination of the applicant.
VI. **CLOSING DATE**

Applications should reach the Island Chief Executive, Chief Commissioner's Office, Port Mathurin, Rodrigues, **not later than 3.15 p.m. on Monday 19 September 2016.**

**IMPORTANT**

The post which falls under the Establishment of the Rodrigues Regional Assembly is restricted for service in Rodrigues only. Any request for transfer or promotion to any similar or other posts in Mauritius will not be considered at any stage from any person who is selected for appointment.

Date: 30 August 2016

Public Service Commission,  
7, Louis Pasteur Street,  
Forest Side,  
MAURITIUS.