Public Service Commission Circular Note No. 24 of 2014

Vacancy for Post of Manager, Recreation Centre
Ministry of Social Security, National Solidarity and Reform Institutions

Applications are invited from qualified Senior Organising Officers, Recreation Centre of the Ministry of Social Security, National Solidarity and Reform Institutions who wish to be considered for appointment as Temporary Manager, Recreation Centre in the Ministry.

II. Qualifications

A. By selection from among officers in the grade of Senior Organising Officer, Recreation Centre who –

(i) reckon at least two years’ service in a substantive capacity in the grade;

(ii) possess a degree in Management or Social Work or Social Studies or Sociology from a recognised institution; and

(iii) possess a certificate in Hospitality Management from a recognised institution.

OR

Equivalent qualifications to (ii) and (iii) above acceptable to the Public Service Commission.

B. Candidates should possess –

(i) a high sense of responsibility and administrative abilities; and

(ii) leadership and managerial skills.

Note

The onus for the submission of equivalence of qualification (if applicable) from the relevant authorities rests on the candidates.

III. Roles and Responsibilities

To be responsible for the day-to-day management of the activities of Recreation Centres.
IV. DUTIES AND SALARY

1. To advise on the formulation of policies relating to activities of Recreation Centres for residents and to ensure the implementation thereof.

2. To be responsible for the marketing of Recreation Centres and conference rooms and for the provision of all facilities to users.

3. To plan, organise and monitor the work of subordinate staff.

4. To be responsible for the training of staff of Recreation Centres for residents.

5. To initiate projects for the recreation and welfare of senior citizens and other clients of Recreation Centres.

6. To be responsible for the handling of customer complaints and follow-up action thereof.

7. To prepare rosters for all staff working in Recreation Centres.

8. To use ICT in the performance of his duties.

9. 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 Manager, Recreation Centre in the roles ascribed to him.

Note

Managers, Recreation Centre may be required to work outside normal working hours, including Saturdays, Sundays, Public Holidays and officially declared cyclone days.

The permanent and pensionable post carries salary in scale Rs 45,275 x 1,500 – 58,775 x 1,800 – 67,775 a month. However, for the year 2014, incumbents would draw salary at the discounted rate of Rs 44,980 in accordance with the Master Conversion Table of the Errors, Omissions and Anomalies Committee Report 2013.

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. Applications should be submitted in duplicate, the original to be sent directly to the Secretary, Public Service Commission and the duplicate through the Permanent Secretary, Ministry of Social Security, National Solidarity and Reform Institutions.

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

4. On-line application can also be submitted through the government web portal at http://www.gov.mu

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

6. Candidates are 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 Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side, not later than 3.00 p.m. on Tuesday 01 July 2014.

Date: 18 June 2014

Public Service Commission,
7, Louis Pasteur Street,
FOREST SIDE.