PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 29 OF 2023

Vacancy for Post of Assistant Director of Youth Affairs

Ministry of Youth Empowerment, Sports and Recreation

Applications are invited from qualified officers of the Ministry of Youth Empowerment, Sports and Recreation who wish to be considered for appointment as Assistant Director of Youth Affairs in the Ministry.

II. QUALIFICATIONS

By selection from among officers in the grade of Principal Youth Officer who reckon at least four years’ service in a substantive capacity in the grade and who possess –

(i) leadership and managerial qualities;
(ii) good communication and interpersonal skills;
(iii) the ability to motivate a team of officers; and
(iv) innovative capabilities.

III. ROLE AND RESPONSIBILITIES

To assist in the effective implementation of policies, programmes, projects and activities geared towards youth development.

IV. DUTIES AND SALARY

1. To assist the Director of Youth Affairs in the discharge of his duties.
2. To deputise for the Director of Youth Affairs, as and when required.
3. To plan and organise training courses, seminars and conferences on youth matters at national, regional or international level.
4. To co-ordinate the work/programmes of the officers of the Youth Officer Cadre.
5. To plan and co-ordinate youth projects and programmes.
6. To organise competitions, exhibitions and festivals conducive to youth development.
7. To organise residential and non-residential training and work camps as well as other open –air/outdoor activities for the youth.
8. To ensure the proper running of Youth Centres.
9. To be responsible for the organisation of training courses for officers of the Youth Officer Cadre.
10. To assist in the organisation and motivation of youth for participation in development programmes and activities both at national and international levels.

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

12. 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 Assistant Director of Youth Affairs in the roles ascribed to him.

**Note**
The Assistant Director of Youth Affairs may be required to work outside normal working hours including Sundays and Public Holidays.

The permanent and pensionable post carries salary in scale Rs 36,550 x 900 – 37,450 x 950 – 42,200 x 1,300 – 46,100 x 1,575 – 49,250 x 1,650 – 54,200 x 1,700 – 62,700 a month.

**V. MODE OF APPLICATION**

1. Qualified candidates should submit their application **electronically via** the website of the Public Service Commission at the following address: [https://psc.govmu.org](https://psc.govmu.org)

2. Candidates are requested to follow the procedures that can be accessed through the “How to Apply” option on the above address.

3. Candidates **should** also submit a printed copy of their Application Form, **duly signed**, through the Permanent Secretary, Ministry of Youth Empowerment, Sports and Recreation.

4. For queries regarding **Username and Password**, the Government Online Centre (GOC) may be contacted on the e-mail address support@ncb.mu or on phone number 454 9955.

5. For **technical support and other queries**, the helpdesk of the Public Service Commission may be contacted on the e-mail address pdsc@govmu.org or phone number 670 9705 or fax number 670 3417.

6. Candidates are also advised to read carefully the **“NOTES AND INSTRUCTIONS FOR ONLINE APPLICATION (in response to PSC Circular Notes)”** before filling in the Application Form. Care should be taken to fill in the online Application Form correctly. **Incomplete, inadequate or inaccurate filling of the Application Form may entail elimination of the candidate.**

**VI. CLOSING DATE**

Online Applications should be submitted **not later than 15 00 hours (local time) on Thursday 18 May 2023**. Applications received after the specified closing date and time will **not** be considered.

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

**Date:** 28 April 2023