

MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 123 OF 2023

**Vacancies for Post of Organising Officer, Recreation Centre
Ministry of Social Integration, Social Security and National Solidarity
(Social Security and National Solidarity Division)**

Applications are invited from qualified candidates who wish to be considered for appointment as Organising Officer, Recreation Centre in the Ministry of Social Integration, Social Security and National Solidarity (Social Security and National Solidarity Division).

II. AGE LIMIT

Candidates, unless already in the Service, should not have reached their **45th** birthday by the closing date for the submission of applications.

III. QUALIFICATIONS

Candidates should –

- A. possess a diploma in Social Work or Hospitality Management from a recognised institution or an equivalent qualification acceptable to the Public Service Commission; and
- B. be computer literate.

NOTE

- 1. Candidates should produce written evidence of knowledge claimed.
- 2. **The onus for the submission of written evidence of knowledge claimed and equivalence of qualification (if applicable) from the relevant authorities (Higher Education Commission or Mauritius Qualifications Authority) rests on the candidates. Applications will not be considered in case of non-submission of written evidence of knowledge claimed and Equivalence Certificate, as appropriate, by the closing date.**
- 3. Candidates may be required to take part in a written examination.
- 4. The Commission reserves the right:
 - (i) to convene **only** the best qualified candidates for interview; and
 - (ii) not to make any appointment following this advertisement.

IV. DUTIES AND SALARY

1. To assist the Manager, Recreation Centre and the Senior Organising Officer, Recreation Centre in the performance of their duties.
2. To motivate residents to participate in composite cultural programmes.
3. To act as animator for cultural programmes.
4. To monitor light physical exercises for residents.
5. To issue and control indoor games and musical instruments to residents.
6. To organise fun games, indoor tournaments, quiz competitions and recreational activities at the Recreation Centre.
7. To be in charge of allocation of rooms to residents.
8. To ensure that the night stay of the residents are safe, comfortable and enjoyable.
9. To record the movements of residents leaving and returning to the Recreation Centre.
10. To attend to phone calls from the public regarding bookings and enquiries.
11. To record all events and occurrences in the Occurrences Register.
12. To ascertain that the code of ethics of the Recreation Centre is observed through briefing sessions to residents.
13. To communicate emergencies to the Senior Organising Officer, Recreation Centre or the Manager, Recreation Centre.
14. To be responsible for public address system and other multimedia equipment in use at the Recreation Centre.
15. To keep record of all intakes and other documents and correspondence.
16. To check and record inventory of equipment on a regular basis.
17. To manage petty cash in the Recreation Centre.
18. To supervise the processes relating to Laundry Services of the Recreation Centre.
19. To coordinate all activities pertaining to workshops, conferences organised at the Centre.

20. To use ICT in the performance of his duties.
21. 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 Organising Officer, Recreation Centre in the roles ascribed to him.

Note

Organising Officers, Recreation Centre will be required to work on a shift system covering a 24-hour service including Sundays, Public Holidays and officially declared cyclone days and during emergencies.

The permanent and pensionable post carries salary in scale Rs 18,925 x 300 – 19,525 x 325 – 21,475 x 375 – 22,225 x 400 – 23,425 x 525 – 26,050 x 675 – 27,400 x 825 – 35,650 x 900 – 37,450 x 950 – 41,250 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 Public Service, Administrative and Institutional 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 Commissions/Embassies overseas.
2. Candidates already in the service, **should** submit their application **in duplicate**, the original to be sent directly to the Secretary, Public Service Commission and the duplicate through their respective Supervising Officer/Responsible Officer.
3. This advertisement together with the Application Form (PSC Form 7) are available on the website of the Public Service Commission at **<https://psc.govmu.org>**
4. Acknowledgement of applications will be made, as far as possible, by **e-mail**. Candidates are, therefore, advised to submit their e-mail address.
5. 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 candidate.**

VI. CLOSING DATE

Application Forms should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side, **not later than 15 00 hours (local time) on Tuesday 03 October 2023.** Application Forms received after the specified closing date and time will **not** be considered.

Date: 13 September 2023

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