

## NOTICE OF VACANCY

The National Empowerment Foundation (NEF) is looking for qualified, experienced and dedicated persons who wish to be considered for employment in the following posts on a contract basis.

### (I) PROJECT MANAGER (CIVIL ENGINEERING)

#### (A) Qualifications:

- (i) Registered as a Professional Engineer (Civil Engineering) with the Council of Registered Professional Engineers of Mauritius under section 13 of Act No 49 of 1965 as subsequently amended; and
- (ii) Reckon at least three years' relevant post registration experience in project management.

### (II) FINANCE OFFICER

#### (A) Qualifications:

Cambridge Higher School Certificate with a pass at "Principal Level" in Mathematics or Accounting; and passes in Papers F1, F2 and F3 of the ACCA Fundamentals (Knowledge) and in at least four papers of the ACCA Fundamentals (Skills)

OR

an equivalent qualification acceptable to the Board.

***The onus is on the candidates to produce the equivalence for the required qualifications***

#### (B) Candidates should:

- (i) possess good interpersonal, communication and report writing skills;
- (ii) possess strong leadership, managerial and problem-solving skills;
- (iii) possess sound administrative and organisational abilities;
- (iv) possess proficiency in IT office tools, statistical and data interpretation skills; including engineering software;
- (v) be fully conversant with procurement procedures; and
- (vi) be able to work in a team and within tight schedules.

**(C) Salary Scale:** Rs 59700 x 1625 – 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 83000 (NEF 20)

#### (B) Candidates should:

- (i) have a knowledge of policies, rules and regulations relating to the management of financial operation at the NEF.
- (ii) possess sound knowledge of the Companies' Act 2001;
- (iii) possess good interpersonal and communication skills;
- (iv) possess good analytical and problem solving skills;
- (v) possess strong IT skills and ability to operate accounting software.

**(C) Salary Scale:** Rs 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 45375 (NEF 14)

### Main Responsibilities and Duties

Prospective candidates are requested to visit the NEF website <http://www.nef.mu> to take cognizance of the desired profiles, main responsibilities and duties of the above posts.

### General Terms of Employment

- (i) Employment of the selected candidates will be on a two-year contract basis.
- (ii) Candidates must be prepared to operate independently, work under pressure and outside normal office hours, including Sundays and public holidays.

### Mode of Application

- All applications should be made on the prescribed form and accompanied by copies of relevant educational/professional certificates and evidence of work experience.
- Application forms may be downloaded from <http://www.nef.mu> or obtained at the Reception Counter of the NEF, 8<sup>th</sup> Floor, Garden Tower, La Poudrière Street, Port Louis, from 0900 Hours to 1600 Hours on weekdays.
- The post applied for should be clearly marked on the top left-hand corner of the envelope.
- All applications should be **sent by post to the Officer-in-Charge, National Empowerment Foundation, 8<sup>th</sup> Floor Garden Tower, La Poudrière Street, Port Louis, at latest by 20 January 2020, at 1500 Hours.**

***Only the best qualified candidates will be convened for interview. The NEF reserves the right not to fill any vacancies as a result of this advertisement.***

**Date: 06 January 2020**