



MAURITIUS SOCIETY FOR ANIMAL WELFARE (MSAW)

NOTICE OF VACANCY

Post: Administrative Manager

Reporting to: Director

Qualifications: A degree in Management or Administration or Public Administration or Finance or Agriculture from a recognized institution or an equivalent qualification acceptable to the Council.

Age Limit: Candidate should have reached their 18th birthday and should not have reached their 48th birthday as at the closing date for submission of the application.

Profile for the above post:- Candidates should:

- **possess good communication and interpersonal skills;**
- **be conversant with employment law;**
- **possess good analytical skills and have a multi-disciplinary approach to problem-solving;**
- **possess leadership skills; and**
- **be computer literate.**

Experience: At least four years of post-degree experience in management position.

Mode of Application

Applications should be submitted on the prescribed application form obtainable at the **MSAW Headquarters, Moka Road, Rose-Hill**, and can also be downloaded from the MSAW website: www.msaw-mu.org

Additional information regarding duties and salary are available on the MSAW website: www.msaw-mu.org and at the MSAW Headquarters, Moka Road, Rose Hill.

Applicants should state their residential address on the prescribed form. The completed application form together with a detailed Curriculum Vitae along with photocopies of Birth and Educational Certificates, National Identity Card, Certificate of Character, and written evidence of experience and proof of address should be submitted to:

**The Director
Mauritius Society for Animal Welfare
Moka Road, Rose Hill
P.O. Box 128**

The post applied for should be clearly marked on the top left-hand corner of the envelope.

Closing Date

The closing date for submission of the application is **7th of November 2022, not later than 15.00 hrs.**

Applications received after the above date and time will not be considered.

Note:

1. Application bearing the postal address of another person will neither be acknowledged nor taken into consideration.
2. Applications not made on the prescribed form will not be considered.
3. Only the best candidates will be convened for interview.
4. The MSAW reserves the right not to make any appointment following this advertisement.

Date: 24th October 2022

**Mauritius Society for Animal Welfare
Moka Road, Rose Hill
Tel: 464 5084, 466 7154**