



NATIONAL CHILDREN'S COUNCIL
NOTICE OF VACANCY

The National Children's Council (NCC) is a corporate body under the aegis of the Ministry of Gender Equality and Family Welfare. It regroups both Governmental and Non-Governmental organisations working for the Protection, Welfare and Development of Children.

1. POSTS

Applications are invited from qualified candidates who wish to be considered for employment as Human Resource Officer/Senior Human Resource Officer on the establishment of the National Children's Council

2. AGE LIMIT

Candidates should not have reached their 45th birthday by the closing date for the submission of applications. However, the age limit is not applicable to Public Officers and employees of Parastatal Bodies.

3. QUALIFICATIONS

A. A Diploma in Human Resource Management or Personnel Management or Management with specialization in Human Resource Management from a recognized institution or an equivalent qualification acceptable to the Council.

B. Candidates should –

- (i) Reckon at least three years' experience in the field of Human Resource Management;
- (ii) Have sound knowledge of human resource policies and practices and of the latest trends in human resource management;
- (iii) Possess good analytical and problem-solving skills;
- (iv) Possess good interpersonal and communication skills, and
- (v) Be computer literate.

Candidates should produce written evidence of experience/ knowledge claimed.

4. SALARY

The permanent and pensionable post carries salary in scale Rs 21,850 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 – 42,200 x 1,300 – 46,100 a month (NCC 19A)

5. **MODE OF APPLICATION**

- a) Qualified candidates should submit their application on the prescribed form which may be obtained either at the National Children’s Council, 1st Floor, CSK Building, Remy Ollier Street, Port Louis or on the website of the Ministry of Gender and Family Welfare at <http://gender.govmu.org>;
- b) For information on the advertisement and duties for the posts, interested candidates may visit the website at <http://gender.govmu.org>;
- c) Incomplete, inaccurate or inadequate filling of the Application Form shall entail elimination of the applicant;
- d) Applicants should possess all certificates/qualifications/testimonials at the time of application;
- e) Non-submission of information/documents/certificates will entail disqualification of the applicant;
- f) Copies of relevant certificates/documentary evidence of experience claimed and National Identity Card must be attached to the application form;
- g) The originals of birth and educational certificates should not be submitted with the application, but applicants should produce these if and when called upon to do so; and
- h) The onus for the submission of equivalence of qualification (if applicable) from the relevant local authorities rests on the candidate.

6. **CLOSING DATE OF APPLICATION**

Applications should reach the **Ag Council Secretary, National Children’s Council, 1st floor, CSK Building, Remy Ollier Street, Port Louis, not later than 28 December 2022 at 15.30 hrs.**

7. **NOTE**

- a) only the best qualified candidates will be called for interview;
- b) applications not made on the prescribed form and late applications will not be considered;

- c) selected candidates would be required to present their character certificate during interview;
- d) the National Children's Council reserves the right not to make any appointment as a result of this advertisement.

National Children's Council
1st Floor, CSK Building,
Rémy Ollier Street
Port Louis

Date: 11 December 2022