

**PUBLIC OFFICERS' WELFARE COUNCIL**

**ADVERTISEMENT NO. 1 of 2022**

**Vacancy for Post of Welfare Events Organiser**

Applications are invited from qualified candidates who wish to be considered for appointment as Welfare Events Organiser in the Public Officers' Welfare Council.

**II. AGE LIMIT**

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

**III. QUALIFICATIONS**

A. Diploma in Management or Leisure Management or Event Management or Hospitality Management from a recognised institution or an equivalent qualification acceptable to the Public Officers' Welfare Council.

B. Candidates should -

- (i) possess good leadership, organising and coordinating skills;
- (ii) be able to meet tight deadlines;
- (iii) possess good interpersonal and communication skills;
- (iv) possess qualities such as reliability and trustworthiness;
- (v) possess the ability to work on their own initiative and in teams; and
- (vi) 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. The Council reserves the right:
  - (i) to convene **only** the best-qualified candidates for interview; and
  - (ii) not to make any appointment following this advertisement.

#### **IV. ROLE AND RESPONSIBILITIES** -2-

To be responsible for promoting the objectives of the Council and to ensure that an efficient and effective service delivery is provided to all customers.

#### **V. DUTIES AND SALARY**

1. To be responsible for the day-to-day running of the Public Officers' Welfare Council (POWC) and the proper management of activities/events conducted.
2. To plan, organise and coordinate the functions, activities and other events at the Council.
3. To advise on the formulation of policies and programmes for the promotion of leisure and recreational, literary and cultural, information, communication and education and sports and keep fit activities/events in line with the goals and objectives of the Council.
4. To identify new leisure and recreational, literary and cultural, information, communication, education, sports and keep fit activities/events.
5. To arrange Board meetings, committees and sub-committees and take notes of meetings, as necessary, and ensure follow-up actions, as necessary.
6. To supervise the work of subordinate staff.
7. To regularly conduct site visits and report accordingly.
8. To act as group leader and facilitator in respect of activities conducted inland and abroad.
9. To ensure:
  - (i) timeliness of activities/events conducted by the Council; and
  - (ii) compilation of relevant and reliable data and safe keeping of official records, files, forms and reports of the Council.
10. To draft circulars relating to conduct of activities/events.
11. To provide:
  - (i) information to participants and respond to queries according to established guidelines;
  - (ii) customer service to the relevant stakeholders; and
  - (iii) operational support and logistics requirements for the effective conduct of activities/events.
12. To communicate to customers to promote the activities/events conducted by the Council.
13. To collect payments from participants.
14. To conduct surveys for gauging interests by public officers and evaluations of events programmes and report on outcomes.
15. To prepare and process documents and ensure the accuracy, completeness and timeliness of processes.
16. To proactively address any issues that may arise during activities/events conducted by the Council.
17. To be responsible for the preparation of Annual Report of the POWC.
18. To use ICT in the performance of his duties.
19. 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 Welfare Events Organiser in the roles ascribed to him.

## **Note**

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The Welfare Events Organiser will be required to work outside normal working hours including Saturdays, Sundays and Public Holidays.

The permanent and pensionable post carries salary in scale Rs 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 x 1,575 - 49,250 a month.

## **VI. MODE OF APPLICATION**

1. Qualified candidates should submit their application on the **Application Form** along with relevant copies of Professional/Academic Certificates to the Organising Secretary, Public Officers' Welfare Council, 12th Floor, SICOM Building 2, Corner Chevreau and Reverend Jean LeBrun Streets, Port Louis or on the website of the Council.
2. The Application Form is available at the Public Officers' Welfare Council, 12th Floor, SICOM Building 2, Corner Chevreau and Reverend Jean LeBrun Streets, Port Louis or on the website of the Council.
3. Candidates already in the service **should** submit their application **in duplicate**, the original to be sent directly to the Organising Secretary, Public Officers' Welfare Council and the duplicate through their respective Supervising Officer/Responsible Officer.
4. This advertisement together with the Application Form are available on the website of the Public Officers' Welfare Council at **<https://powc.govmu.org>**.
5. Acknowledgement of applications will be made, as far as possible, **by e-mail**. Candidates are, therefore, advised to submit their e-mail address.
6. 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.**

## **VII. CLOSING DATE**

Application Forms should reach the Organising Secretary, Public Officers' Welfare Council, 12th Floor, SICOM Building 2, Corner Chevreau and Reverend Jean LeBrun Streets, Port Louis, **not later than 15 00 hours (local time) on Monday, 19<sup>th</sup> September 2022**. Application Forms received after the specified closing date and time will **not** be considered.

**Public Officers' Welfare Council,  
12th Floor, SICOM Building 2,  
Corner Chevreau and  
Reverend Jean LeBrun Streets  
Port Louis**

**Date: 25.08.2022**