

CARING
FOR YOUR
WELL-BEING



EMPLOYEES' WELFARE FUND

'We are an equal opportunity employer'

NOTICE OF VACANCY

The Employees' Welfare Fund (EWF) was set up in 1991 so as to cater for the welfare, leisure and recreational needs of employees and their families working in the **Public** and **Private** Sectors, in the form of loans, financial assistance and welfare scheme/projects.

Our Vision

To be a leading welfare institution for employees and their families.

Post

Applications from suitably qualified candidates are hereby being invited for the post of:

ADMINISTRATIVE MANAGER

Qualifications and Responsibilities

Qualifications required and jobs description can be viewed on our website www.ewf.mu or obtained at the Reception Counter of the EWF.



Mode of application

Interested candidates should submit their application on the appropriate form which may be obtained at our Reception Counter or downloaded from our website, supported by photocopies of birth certificate, certificate of character (if any) and marriage certificate (where applicable), national identity card, educational certificates and documentary evidence of experience claimed.

Applications should be addressed to the **Acting General Manager, Employees' Welfare Fund, 6th Floor, Moorgate House, Sir William Newton Street, Port Louis** and should reach the Office **not later than 15hr00 on Friday 29 July 2022** in an envelope clearly marked on the top left-hand corner for the post applied for.

Note

- Persons not holding appropriate qualifications should not apply.
- Candidates, unless already in the service should not have reached their 40th birthday by the closing date for submission of their application.
- Applications received after the closing date and time will not be accepted.
- Applications not made on the prescribed forms and/or incomplete applications and non-submission of the required documents may entail elimination from the selection exercise.
- Candidates may be required to sit for a shortlisting assessment.
- The EWF reserves the right
 - to call for interview **only** the best qualified candidates.
 - not to make any appointment as a result of this advertisement.

Employees' Welfare Fund
6th Floor Moorgate House, Sir William Newton Street, Port-Louis, 11328
Tel: 208 8353 - Email: empwelfund@intnet.mu
Website: www.ewf.mu

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