



MAURITIUS SOCIETY FOR ANIMAL WELFARE (MSAW)

NOTICE OF VACANCY

Post: Registration Officer

Reporting to: Head of the Project Department

Qualifications:

Candidates should possess:

- (a) a Cambridge School Certificate with credit in at least five subjects including English Language, French, and Mathematics or Principles of Accounts; and
- (b) a Cambridge Higher School Certificate or General Certificate of Education with at least two passes at A level.

Age Limit: Candidate should have reached their 18th birthday and should not have reached their 49th birthday as at the closing date for submission of the application.

Specific Competencies - Candidates should:

- **possess good verbal and written communication skills;**
- **be computer literate;**
- **possess a valid driving license;**
- **have a genuine interest and concern for the overall well-being of animals;**
- **be medically and physically fit (candidate will be required to undergo a medical examination if selected); and**
- **possess a clean certificate of character.**

Experience in a similar post will be a definite advantage.

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 form is on **6th November 2023, 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: 18th October 2023

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