



MAURITIUS SOCIETY FOR ANIMAL WELFARE (MSAW)

Join Hands To Save Animals

JOB SPECIFICATIONS

Post: Registration Officer

Salary Scale: Rs 14,600x 275 – 15,150 x 300 – 15,750 x -325 – 17,700x 375 – 19,575 x 475 – 21,950 x 625
23,200 x775 – 31725

Reporting to: Head of the Project Department

Qualifications:

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

Specific Competencies:

- Must be able to work with other staff, volunteers, and the public in a positive, practical manner and be able to work with minimum supervision;
- Must possess good verbal and written communication skills;
- Must be computer literate;
- Must have a genuine interest in and concern for the overall well-being of animals and demonstrate empathy and compassion for animals;
- The position is physically demanding, including heavy lifting, pushing, and pulling which would require an individual with the ability to maintain a level of fitness and endurance to fulfill the required duties;
- Ability to prepare comprehensive reports as required;
- Ability to remain calm and effective in stressful situations;
- To drive any of the vehicles of the MSAW in the execution of his/her duties and maintain these vehicles in a clean state.

Duties and Responsibilities:

1. To undertake the registration of dogs;
2. To maintain an accurate database of registered dogs;
3. To follow up on cases of cruelty to animals and prepare a daily report on his/her work;
4. To assist the Police Force in the prosecution of cases of cruelty to animals in Law Courts;
5. To assist in the organisation in respect of the catching and impounding of stray dogs;



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6. To interact with members of the public who are surrendering owned or stray animals and to record relevant information about the former owner, as well as the animal being surrendered;
7. To submit daily, monthly, and yearly reports on the work done;
8. To be involved in the sterilisation process;
9. May be required to work on a roster basis, Saturdays, Sundays, and Public holidays;
10. 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 a Registration Officer in the roles ascribed to him/her.