



# MAURITIUS SOCIETY FOR ANIMAL WELFARE (MSAW)

## NOTICE OF VACANCY

### POST: ADMINISTRATIVE MANAGER – (CONTRACTUAL BASIS)

Applications are invited from suitably qualified candidates for appointment as Administrative Manager at the Mauritius Society for Animal Welfare (MSAW) which operates under the aegis of the Ministry of Agro-Industry and Food Security.

**DURATION:** One year on contract basis, renewal on satisfactory service.

### QUALIFICATIONS AND EXPERIENCE:

(i) A degree from a recognised Institution in any of the following disciplines:

- Management
- Business Administration
- Public Administration and Management
- Finance

**OR**

(ii) An equivalent qualification acceptable to the Council.

**EXPERIENCE:** At least four (4) years post-degree experience in a management position.

<b>SPECIFIC COMPETENCIES:</b>	a)	Possess good communication and interpersonal skills; conversant with employment laws;
	b)	possess good analytical skills and has a multi-disciplinary approach to problem-solving;
	c)	Possess leadership skills and be computer literate; and
	d)	Have a genuine interest and concern for the overall well-being of animals.

### AGE LIMIT

Candidates unless already in service, should not have reached their **49<sup>th</sup> birthday** by the closing date for the submission of applications.

### 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](http://www.msaw-mu.org)

Additional information regarding duties, salary and other details of the post are available on the MSAW website: [www.msaw-mu.org](http://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/Professional Certificates, National Identity Card, Certificate of Character, 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 applications is **not later than 14hrs on Monday 11<sup>th</sup> March 2024**.

**Applications received after the above date and time will not be considered.**

### NOTE:

1. Applications 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. Applications sent by email will not be considered.
4. Only the best qualified candidates will be convened for an interview.
5. The MSAW reserves the right not to make any appointment following this advertisement.

**Mauritius Society for Animal Welfare  
Moka Road, Rose Hill, P.O Box 128  
Tel: 464 5084, 466 7154**

**Date: 20<sup>th</sup> February 2024**