



MAURITIUS SOCIETY FOR ANIMAL WELFARE (MSAW)

Join Hands To Save Animals

SCHEME OF SERVICE

- Department:** Administration
- Post:** **Administrative Manager (on contract basis for one (1) year, renewable)**
- Reporting Line:** The Director
- Salary:** Negotiable depending on qualifications and experience
- Gratuity:** At the rate of two months' salary on completion of 12 months satisfactory service.
- Effective Date:** date approved by Board
- Qualifications**
- (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 years post-degree experience in a management position.
- Specific Competencies:**
- 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.
- Duties and Responsibilities:**
1. To assist the Director in the administration and day-to-day management of the Society.
 2. To act as Secretary to the MSAW Council and other Committees and meetings.
 3. To assist the Director in the timely implementation of the decisions of the Council, follow-up actions, and be prepared to work in accordance with the exigencies of the Council.
 4. To supervise and coordinate the work of employees under his/her responsibility and ensure the smooth running of work in relation to general administration, finance, procurement, registry, and human resources, and enhance organisational efficiency and effectiveness.
 5. To assist in the formulation and implementation of plans for human resource development and training and maintaining good industrial relations.
 6. To initiate action and follow up on legal matters involving the Society.



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7. To assist in the preparation of the Annual Report, documents and other reports of the Society.
8. Responsible for maintenance and renovation of MSAW's premises.
9. 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 Administrative Manager in the roles ascribed to him/her.

Age limit:

Candidates, unless already in the service, should not have reached their 49th Birthday.

Note:

The Administrative Manager is expected to work outside normal working hours on Saturdays, Sundays and Public Holidays, whenever required.