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

TERM: On a contractual basis for one year, renewable

QUALIFICATIONS AND EXPERIENCE:
(a) Cambridge School Certificate with credit in at least five subjects;
(b) Cambridge Higher School Certificate or General Certificate of Education with at least two passes at A level;

Preference will be given to candidates who in addition to the above qualifications hold a Diploma in Management or Administration from a recognised Institution;

OTHER REQUISITES
(a) Possess a valid driving licence;
(b) 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;
(c) Must possess good verbal and written communication skills;
(d) Must be computer literate;
(e) Must have a genuine interest in and concern for the overall well-being of animals and demonstrate empathy and compassion to animals;
(f) Ability to prepare comprehensive reports as required;
(g) Ability to remain calm and effective in stressful situations

AGE LIMIT:
Candidates unless already in service, should not have reached their 49th 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

Additional information regarding duties and salary of the post is 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/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 31st October 2023.

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.

Date: 12 October 2023