NYC 23 / 24 / YPO

Post: Youth Programme Officer

Salary: Rs 27 400 and Travelling / Car Allowance

Qualifications

A. A degree in Youth Development Work from a recognised institution or an equivalent qualification acceptable to the Council.

B. Candidates should –
   i. be proactive and have the ability to work under pressure;
   ii. possess good interpersonal and communication skills;
   iii. possess good analytical and problem-solving skills, and
   iv. Ability to work in a team and contribute to collaborative projects.

Candidates should produce written evidence of knowledge claimed

Role and Responsibilities

1. To support, plan, coordinate and supervise the work of Youth Animateur.
2. To ensure effective implementation of the programme, projects and activities
3. To help to build positive relations within the team and external parties.
4. To schedule and organize meetings / events and maintain agenda.
5. To ensure that technology is used correctly for all operations (video conferencing, presentations).
6. To compile and keep all records of attendances for Youth Animateurs
7. To have good control on delivery and use of materials and equipment.
8. To compile appropriate reports and submit monthly and yearly reports to the Secretary.
9. To support the growth and programme development.
10. To work in different events, programme / projects, as and when required.
11. To perform such other duties directly related to the main duties listed above or related to the delivery of output and results expected from Youth Programme Officer in the role ascribed to him / her.

NOTE: The Youth Programme Officer may be required to work beyond office hours including Saturdays, Sundays, and Public Holidays.

AGE LIMIT: Candidates, unless already in service, should not have reached their 48th birthday by the closing date for the submission of applications.
MODE OF APPLICATION

1. Job information and Application Form may be obtained at the National Youth Council Office, Mezzanine, Citadelle Mall, Port Louis or on the website https://mys.govmu.org/Pages/VacancyNYC.aspx
2. Only qualified persons should apply and should submit their application on the prescribed Application Form ONLY.
3. Envelopes should be clearly marked on the top left-hand corner the post applied for.
4. Incomplete, inadequate or inaccurate filling of the Application Form may cause a candidate’s elimination. It is an offence to give information which is false or to conceal any relevant information. This may lead to an application being rejected or, if a candidate has already been appointed, to the termination of his appointment.
5. Copies of Birth and Educational certificates should NOT be submitted with the application, but applicants should produce originals if and when called upon to do so.

CLOSING DATE

Applications should reach the Secretary, National Youth Council, Mezzanine, Citadelle Mall, Port Louis not later than 16:00 hours on Friday 04 August 2023 through registered post only. Applications obtained after the closing date and time will NOT be considered.

Appointment to the above-mentioned posts will be on a contract basis for an initial period of one year, renewable subject to satisfactory service.

The National Youth Council reserves the right not to make any appointment following this advertisement.

25 July 2023