

EMPLOYEES' WELFARE FUND

'We are an equal opportunity employer'

NOTICE OF VACANCY

The Employees' Welfare Fund (EWF) was set up in 1991 so as to cater for the welfare, leisure and recreational needs of employees and their families working in the **Public** and **Private** Sectors, in the form of loans, financial assistance and welfare scheme/projects.

Our Vision

To be a leading welfare institution for employees and their families.

Post

Applications from suitably qualified candidates are hereby being invited for the post of:

ADMINISTRATIVE MANAGER

Qualifications and Responsibilities

Qualifications required and job description are as per scheme of service as described below or obtained at the Reception Counter of the EWF.

Mode of application

Interested candidates should submit their application on the appropriate form which may be obtained at our Reception Counter or downloaded from our website, supported by photocopies of birth certificate, certificate of character (if any) and marriage certificate (where applicable), national identity card, educational certificates and documentary evidence of experience claimed.

Applications should be addressed to the **General Manager, Employees' Welfare Fund, 6th Floor, Moorgate House, Sir William Newton Street, Port Louis** and should reach the Office **not later than 15hr00 on 24 November 2023** in an envelope clearly marked on the top left-hand corner for the post applied for.

Note

- Persons not holding appropriate qualifications should not apply.
- Candidates, unless already in the service should not have reached their 45th birthday by the closing date for submission of their application.
- Applications received after the closing date and time will not be accepted.
- Applications not made on the prescribed forms and/or incomplete applications and non-submission of the required documents may entail elimination from the selection exercise.
- Candidates may be required to sit for a shortlisting assessment.
- The EWF reserves the right
 - to call for interview **only** the best qualified candidates.
 - not to make any appointment as a result of this advertisement.

06 November 2023

Scheme of Service

Organization	Employees' Welfare Fund
Post	Administrative Manager
Salary	Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 (EWF 19)
Effective Date	26-Jul-23
Qualifications	<p>A. By selection from among serving officers who possess:</p> <p>(i) A Degree in Business Administration or Management or Human Resource Management or Economics or Finance from a recognized institution.</p> <p align="center">and;</p> <p>(ii) A Master's Degree in Economics Or Finance or Master's Degree in Business Administration (General) or a Master's Degree in Business Administration with Specialization in Human Resources Management or in a related field from a recognized institution</p> <p align="center">or</p> <p>Equivalent qualifications to A(i) and A(ii) above acceptable to the Board.</p> <p>B. Candidates should:</p> <p>(i) reckon at least five (5) years' experience in a supervisory position and should also be fully conversant with Administration, Human Resource, Legal functions and any other duties related to the job;</p> <p>(ii) possess good interpersonal, communication and report writing skills;</p> <p>(iii) possess strong leadership and organising skills</p> <p>(iv) possess good analytical skills and be able to adopt a multi-disciplinary approach to problem solving;</p> <p>(v) be familiar with modern trends and techniques in management: and</p> <p>Note 1:</p> <p>In absence of qualified serving officers, by selection from among external candidates who possess a Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education "A" Level or an equivalent qualification acceptable to the Board together with qualifications at A and B above.</p>
Roles and Responsibilities	To be accountable for planning, coordination and implementation of administrative, human resource, procurement, loan processing, customer care and legal policies, strategies, systems and processes in line with the goal and objective of the Fund.
Duties	<ol style="list-style-type: none"> 1. To give general assistance and support to the General Manager in the discharge of his duties. 2. To be responsible for the day-to-day management and to lead the Administrative, HR, Customer Care, Loan processing, Procurement and Legal Unit of the Fund. 3. To act as Secretary to the Board whenever required and ensure follow up actions on all decisions taken by the Board in consultation with the General Manager. 4. To advise the General Manager in dealing with matters relating to tenders and contracts, office accommodations, furniture, equipment, insurances, leasing and property maintenance. 5. To lead the Human Resource Management Functions such as recruitment and staffing, discipline, budgeting, human resource planning and organisation development. 6. To establish a proper employee relations and conditions of employment are maintained. 7. To ensure equal employment opportunity/principles in hiring and promotion.

	<p>8. To align activities by scheduling work assignments, setting priorities and directing the work of subordinate employees.</p> <p>9. To evaluate and put in place the employee performance management system.</p> <p>10. To work in collaboration with the General Manager in dealing with legal matters and to arrange for the drafting of legal documents as required (Non-Loan).</p> <p>11. To maintain updated rules, regulations, and procedures in line with changes in legislation and policy.</p> <p>12. To formulate current and long-range programs, plans, and policies for departmental objectives.</p> <p>13. To represent management before employee groups, legislative committees, administrative bodies, and officials of other levels of government, training institutions, and professional organizations.</p> <p>14. To attend Court/Tribunal in respect of cases relating to HR matters and to ensure proper follow-up action.</p> <p>15. To ensure the delivery of customer service as per the Employees Welfare Fund Customer Charter.</p> <p>16. To mentor/guide subordinate for enhancement of operational efficiency and effectiveness.</p> <p>17. To use ICT in the performance of his duties.</p> <p>18. To perform such other duties directly related to the main listed above or related to the delivery of the output and results expected from Administrative Manager in the roles ascribed to him/her.</p>
Reporting Line	The Administrative Manager should report to the General Manager
Note	<p>(i) The Administrative Manager may be required to work outside normal working hours.</p> <p>(ii) In case of a force majeure/public emergency, incumbent are required to be available to provide their services to ensure business continuity either through work from home, remote working, working online or work performed through any other IT system.</p>