CIVIL SERVICE FAMILY PROTECTION SCHEME BOARD

Vacancy for the post of Assistant General Manager

Applications are invited from qualified candidates who wish to be considered for appointment as Assistant General Manager at the Civil Service Family Protection Scheme Board.

Age Limit

Candidates, unless already in the public sector or Parastatal Bodies, should not have reached their 45th birthday by the closing date for the submission of applications.

Qualifications

A. By selection from among candidates who possess a pass at the final examinations required for admission to membership of one of the following bodies: -

a) The Institute of Chartered Accountants of England and Wales.
b) The Institute of Chartered Accountants of Scotland.
c) The Institute of Chartered Accountants of Ireland.
d) The Association of Chartered Certified Accountants.
e) The Chartered Institute of Management Accountants.
f) The Chartered Institute of Public Finance and Accountancy.

or

an equivalent professional accountancy qualification acceptable to the Board.

B. reckon at least two years’ post qualification experience in a senior management position;

C. (i) are computer literate;
   (ii) have good communication and interpersonal skills;
   (iii) are able to lead and motivate a team of employees; and
   (iv) be conversant with modern trends and practices in management including human resource management
Note

1. Candidates should provide written evidence of experience/knowledge claimed.

2. The onus for the submission of written evidence of experience/knowledge claimed and equivalence of qualification (if applicable) from the relevant authorities rests on the candidates. Applications will not be considered in case of non-submission of written evidence of experience/knowledge claimed and Equivalence Certificate, as appropriate, by the closing date.

3. The Civil Service Family Protection Scheme Board reserves the right:
   a) to convene only the best qualified candidates for interview.
   b) not to make any appointment as a result of this advertisement.

Salary: The post carries salary in the scale of Rs 57600 x 1700 - 64400 x 1800 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 91375

Role and Responsibilities:
To assist in the day-to-day administration of the Civil Service Family Protection Scheme Board and ensure that the services are delivered in a timely manner.

Duties:  
(1) To deputise for the General Manager.
(2) To be responsible for the day to day running of the Civil Service Family Protection Scheme Board.
(3) To assist the General Manager in the formulation of appropriate accounting and financial policies, including internal auditing.
(4) To act as Secretary of sub-committees.
(5) To prepare periodical reports on financial matters with regard to revenue and expenditure.
(6) To be responsible for the implementation and monitoring of training programmes.

(7) To recommend and implement policies and procedures regarding Performance Management Systems.

(8) To be responsible for the promotion of an IT culture within the organisation.

(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 Assistant General Manager in the roles ascribed to him.

**MODE OF APPLICATION**

Application should be made on the prescribed forms which can be downloaded from the Board’s website. The Forms are also available from the Reception Desk of the Board from Monday to Friday between 09.00 and 16.00 hours. The envelope should be clearly marked on the top left –hand corner <Assistant General Manager, Civil Service Family Protection Scheme Board>.

**CLOSING DATE**

Duly filled and signed application form together with photocopies of educational certificates and testimonials should be addressed to the General Manager, CIVIL SERVICE FAMILY PROTECTION SCHEME BOARD, 2nd Floor, Mutual Aid Building 1, 5 Guy Rozemont Square, Port Louis, not later than 15.00 hours (local time) on Friday 16 December 2022.

Date 27.11.2022