

MAURITIUS COUNCIL OF SOCIAL SERVICE

Scheme of Service

Organisation:	Mauritius Council of Social Service
Post:	Project Manager
Salary:	Rs. 25,670 X 820 - 32,230 X 990 - 37,180 X 1,310 - 41,110 X 1,640 - 46,030
Qualifications:	<p>A. A Cambridge Higher School Certificate or Passes in at least two subjects, including Mathematics, obtained on one certificate at the General Certificate of Education 'Advanced Level' or an equivalent qualification acceptable to the Board</p> <p>B. Either</p> <p>A. A degree in Management, Project Management, Sociology, Social Studies or a related field from a recognised institution or an equivalent qualification acceptable to the Executive Committee of MACOSS</p> <p>B. At least three years' experience in Project Management. Candidates should produce written evidence of experience claimed.</p> <p>C. Candidates should –</p> <ol style="list-style-type: none">i). Be dynamic, forward-looking and result-orientedii). Be self-motivated and highly organised and take responsibility in the absence of the Secretaryiii). Have good communication and interpersonal skillsiv). Be able to work independentlyv). Have sound knowledge of project management practicesvi). Be computer literate and be familiar with Microsoft Office (Word, Excel, PowerPoint)vii). Be fluent in both English and Frenchviii). Be conversant with the NGO sector/ Civil Society
Roles and Responsibilities:	To assist the Secretary in the performance of his duties and to represent him as and when required to contribute effectively in the achievement of the goals and objectives of the Mauritius Council of Social Service (MACOSS)
Duties:	<ol style="list-style-type: none">1. To be responsible to the Secretary of MACOSS2. To be responsible for project design/ writing, project implementation, and project monitoring & control3. To conduct research on key social issues and liaise with research institutions, Government Agencies and other

	<p>organisations to obtain relevant data and research reports</p> <ol style="list-style-type: none">4. To prepare regular reports and papers relating to the Civil Society/ NGO Sector5. To assist in administrative tasks, including the keeping of files updated6. To represent MACOSS in meetings and fora as may be assigned by the Secretary of MACOSS7. To design, implement, monitor and evaluate training for NGO leaders and representatives of Member Organisations8. To assist in the preparation of management reports to be submitted to the Executive Committee, Office Bearers' Committee and the Finance & General Purpose Committee on a regular basis9. To act as secretary at meetings of Committees/ Sub-Committees as may be assigned by the Secretary of MACOSS10. To use ICT in the performance of his/her duties.11. To perform other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Project Manager in the role ascribed to him/her.
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