

GOVERNMENT OF MAURITIUS

SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS

Ministry: Social Security, National Solidarity, and Environment and Sustainable Development

Post: Manager, Recreation Centre

Salary: Rs 46,900 x 1,525 – 49,950 x 1,625 – 62,950 x 1,850 – 68,500 x 1,950 – 72,400
(23 075 090)

Effective Date: 17 October 2017

Qualifications: A. By selection from among officers in the grade of Senior Organising Officer, Recreation Centre who –

- (i) reckon at least two years' service in a substantive capacity in the grade;
- (ii) possess a degree in Management or Social Work or Social Studies or Sociology from a recognised institution; and
- (iii) possess a diploma in Hospitality Management from a recognised institution.

NOTE

In the absence of qualified serving officers, by selection from among candidates who –

- (i) possess a degree in Management or Social Work or Social Studies or Sociology from a recognised institution;
- (ii) possess a diploma in Hospitality Management from a recognised institution;
- (iii) reckon at least four years' experience at administrative/managerial level; and
- (iv) are computer literate.

OR

Equivalent qualifications to A (ii), A (iii) and (i) and (ii) under "NOTE" above acceptable to the Public Service Commission.

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B. Candidates should –

- (i) possess strong communication and interpersonal skills;
- (ii) have a high sense of responsibility and administrative abilities; and
- (iii) possess leadership and managerial skills.

Candidates selected under “NOTE” should produce written evidence of experience/knowledge claimed.

Role and Responsibilities:

To be responsible for the effective and efficient management of the day-to-day activities of Recreation Centres.

Duties:

1. To advise on the formulation of policies relating to activities of Recreation Centres for residents and to ensure the implementation thereof.
2. To be responsible for –
 - (i) the marketing of Recreation Centres and conference rooms and provision of all facilities to users;
 - (ii) training of staff of Recreation Centres for residents; and
 - (iii) handling customer complaints and taking follow-up action thereon.
3. To plan, organise and monitor the work of subordinate staff.
4. To initiate projects for the recreation and welfare of senior citizens and other clients of Recreation Centres.
5. To prepare roster for all staff working in Recreation Centres.
6. To use ICT in the performance of his duties.

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7. 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 Manager, Recreation Centre in the roles ascribed to him.

Note

Managers, Recreation Centre may be required to work outside normal working hours, including Saturdays, Sundays, Public Holidays and officially declared cyclone days and during emergencies.



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