

## **VACANCY FOR THE POST OF SECRETARY AT THE NATIONAL YOUTH COUNCIL OF MAURITIUS**

The National Youth Council (NYC) is a parastatal body operating under the aegis of the Ministry of Youth and Sports. It has been established under the NYC Act 1998 to serve as a bridge between the government and the youth.

### **1. POST**

Applications are invited from qualified candidates who wish to be considered for employment as **Secretary** on a contractual basis for a period of one year in the first instance at the National Youth Council.

### **2. AGE LIMIT**

Candidates should not have reached their 48<sup>th</sup> birthday by the closing date for the submission of applications.

### **3. QUALIFICATIONS**

**A.** A Degree in Public Administration, Management, Economics, Sociology or any other relevant field from a recognised institution.

**B.** 1. A postgraduate qualification in a relevant field from a recognised institution together with at least two (2) years' post-qualification experience in a managerial position;

OR

2. At least four (4) years' post-qualification experience in a managerial position.

OR

Equivalent qualifications to A and B acceptable to the Council.

**C.** Candidates should also:

1. possess good organisational, interpersonal and communication skills and sound administrative ability;

2. have the ability to interact effectively with stakeholders at all levels, including Government institutions, youth organisations and the public;

3. possess good report writing and coordination skills;
4. have knowledge of financial and administrative procedures;
5. be computer literate.

Candidates should produce written evidence of all experience and qualifications claimed.

#### **4. DUTIES**

1. To advise the Executive Committee on the formulation and implementation of policies, programmes, and projects relating to youth development and on matters pertaining to the objectives of the Council.
2. To act as Secretary to the Council and the Executive Committee and ensure the proper organisation and administration of their meetings.
3. To record and keep minutes of all proceedings of the Council and the Executive Committee.
4. To have custody of all books, records, deeds and documents relating to the Council.
5. To prepare and submit regular reports to the Executive Committee on the activities, programmes and performance of the Council.
6. To be responsible for the preparation and timely submission of the annual statement of accounts and the balance sheet of the Council, in accordance with applicable financial regulations.
7. To manage and supervise the day-to-day operations, administration, and staff of the Council, and to oversee the implementation of programmes and activities in line with its objectives.
8. To liaise with legal advisers and relevant authorities on legal matters relating to the Council, including the preparation and review of legal documents where required.
9. To ensure the proper supervision, training and development of the staff of the Council.
10. To maintain effective coordination and communication with youth organisations, Regional Youth Councils and relevant stakeholders.
11. To make effective use of information and communication technologies (ICT) in the performance of duties.
12. To perform such other duties directly related to the main duties listed above or related to the delivery of the outputs and results expected from the Secretary in the roles ascribed to him/her.

## 5. SALARY & BENEFITS

1. Flat Salary – Rs 65,000
2. Gratuity

Two months' salary on completion of twelve months' satisfactory service subject to the conditions that you are legally bound to reimburse any outstanding loan on termination or expiry of contract.

3. Eleven (11) days refundable Annual leave

## 6. MODE OF APPLICATION

1. Qualified candidates should submit their application on the prescribed form which may be obtained at the National Youth Council, Helvetia Youth Hub, Helvetia, St Pierre or on the Council's website <https://nyc.govmu.org/#downloads>.
2. Incomplete, inaccurate or inadequate filling of the Application Form shall entail elimination of the applicant;
3. Applicant should possess all certificates/qualifications/testimonials at the time of application;
4. Non-submission of information/documents/certificates will entail disqualification of the applicant;
5. Copies of relevant certificates and National Identity Card must be attached to the application;
6. The originals of birth and educational certificates should not be submitted with the application, but applicants should produce these, if and when called upon to do so; and
7. The onus for the submission of equivalence of qualification (if applicable) from the relevant local authorities' rests on the candidate.

## 7. CLOSING DATE OF APPLICATION

Applications should reach the National Youth Council, Helvetia Youth Hub, Helvetia, St Pierre not later than **Tuesday 07 April 2026 before 16hrs**. The envelope should be clearly marked "Post of Secretary, NYC", on the top left-hand corner.

## **8. NOTE**

- a) Only the best qualified candidates will be called for interview.
- b) Applications not made on the prescribed form and late applications will not be considered.
- c) Selected candidates would be required to present their character certificate during interview.
- d) The NYC reserves the right not to make any appointment as a result of this advertisement.

Date: 24 March 2026