MANUFACTURING SECTOR WORKERS WELFARE FUND

VACANCY NOTICE

The Manufacturing Sector Workers Welfare Fund (MSWWF) invites application from suitably qualified candidates for the post of **General Manager on a contractual basis** for a period of one-year.

Details of the advertisement are available at the seat of the Fund, **Mangalkhan, Floreal** or from the website [http://mswwf.govmu.org](http://mswwf.govmu.org)

All applications should reach the Officer in Charge, Manufacturing Sector Workers Welfare Fund, Mangalkhan, Floreal not later than **15 00 hrs (local time) on Friday 18 August 2023**.

The MSWWF reserves the right not to fill the vacancies as a result of this advertisement.

**MSWWF**
03 August 2023
MANUFACTURING SECTOR WORKERS WELFARE FUND

VACANCY NOTICE

The Manufacturing Sector Workers Welfare Fund invites application from suitably qualified candidates for the post of **General Manager on a contractual basis** for a period of one-year renewable upon satisfactory performance.

**Qualifications:**

A: A degree in Public Administration and Management or Economics or Sociology or Psychology or Social Work or Business Administration/Management or Financial Management or any other field of Management from a recognised institution.

B: A Master's Degree in Public Administration and Management or Economics or Sociology or Psychology or Social Work or Business Administration/Management or Financial Management from a recognised institution.

OR

Equivalent qualifications to A and B above acceptable to the MSWWF Board.

C. Candidates should also –

(i) reckon at least eight years’ experience at senior management level;
(ii) be computer literate;
(iii) possess strong leadership and communication skills; and
(iv) have credibility and personnel integrity.

**Note**

Qualification at A above should have been obtained prior to qualification at B above. Candidates should produce written evidence of experience/knowledge claimed.

**Salary:** negotiable based on qualifications and experience

Applications should be made on the prescribed form which can be downloaded from the website [http://mswwf.govmu.org](http://mswwf.govmu.org)

Late and/or wrongly filled applications as well as those not made on the prescribed forms will not be considered.

All applications should reach the Fund not later than **15 00 hrs (local time) on Friday 18 August 2023**.

Only the best qualified candidates will be called for interview.

The Manufacturing Sector Workers Welfare Fund reserves the right not to fill the vacancy as a result of this advertisement.

**MSWWF**

03 August 2023
Role and Responsibilities:

To be responsible for the implementation of the strategies and policies of the Manufacturing Sector Workers Welfare Fund Board and for the effective and efficient control and management of the day-to-day business of the Fund.

Duties
1. To be responsible for the timely implementation of the programmes and decisions of the Manufacturing Sector Workers Welfare Fund Board.

2. To advise the Board on the formulation of strategies and policies in accordance with the objects and functions of the Fund.

3. To ensure the proper monitoring and control of assets and accounts including the prompt collection of income and disbursements.

4. To ensure timely preparation and submission of the reports, including annual reports, as may be required by the Board.

5. To promote a quality culture in the Fund.

6. To ensure that there is an appropriate health, safety and welfare policy to enable all staff to work in a safe and conducive environment.

7. To be responsible for the promotion of an IT culture in the Fund.

8. 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 General Manager in the roles ascribed to him.