VACANCY NOTICE

Allied Health Professionals Council of Mauritius
(Established under the Allied Health Professionals Council Act 2017)

The Allied Health Professionals Council (AHPC) Act was proclaimed in September 2017 with the aim of regulating the professional conduct of allied health professionals and promoting the advancement of allied health professions.

Post: Administrative Officer

Applications are invited from suitably qualified candidates for the post of **Administrative Officer** on a full- time contractual basis in the **Allied Health Professionals Council of Mauritius.**

1. Qualifications & Experience

Candidates should:

- hold a **Bachelor's Degree** in **Management**, **Business Studies**, **Administration**, or **Human Resources** from a recognised institution, or an equivalent qualification acceptable to the Council;
- have at least **five (5) years' experience** in administrative or management duties;
- possess **good communication and interpersonal skills**; and
- be **conversant with Information and Communication Technology (ICT)**.

Applicants must provide **documentary evidence** of all experience claimed.

2. Role and Responsibilities

To assist the Registrar in ensuring the **proper administration and management of the Council** and to perform such duties as may be assigned by the Council.

3. Duties

The Administrative Officer shall assist the Registrar in ensuring the **proper administration and management of the Council**, including:

- Maintaining and updating the **register of allied health professionals**;
- Executing the **decisions of the Council** and managing its day-to-day operations;
- Overseeing **human resources, procurement, and financial operations**;
- Acting as **Secretary** of the Council, when required;
- Preparing the **annual budget** and Council reports;

- Managing official correspondence, meetings, and record-keeping;
- Ensuring **data confidentiality**, **asset management**, and **effective ICT use**; and
- Performing any other duties related to the objectives of the Council.

Note: *The Administrative Officer may be required to work outside normal office hours.*

4. Salary

An attractive salary package is offered and shall be commensurate with experience.

5. Mode of Application

Candidates should submit their application together with the following:

- A detailed **Curriculum Vitae**;
- A letter of Motivation;
- Certified copies of **academic and professional qualifications**, **National Identity Card**, and **Birth Certificate**; and
- Documentary proof of **experience claimed**.

Applications should be submitted by **registered post** to:

The Registrar

Allied Health Professionals Council of Mauritius
C/O Ministry of Health and Wellness
Room 146, Level 1, Nexsky Building, Ebène
Tel: 490 4200 Ext. 1053 | Email: **contact@ahpcmauritius.org**

The envelope should be clearly marked **"Post of Administrative Officer"** at the top left-hand corner.

The **closing date** for submission of applications is **Friday, 5 December 2025 at 15:30 hours**.

6. Important Notes

- Incomplete or late applications will not be considered.
- Only the most qualified candidates will be called for interview.
- The selected candidate will be required to produce a **Certificate of Character**.
- The Council reserves the right **not to make any appointment** as a result of this advertisement.

By Order of the Council
Dr. Noorjehan Joonas
Registrar
Allied Health Professionals Council of Mauritius

13 November 2025