

REPUBLIC OF MAURITIUS

MINISTRY OF FINANCE AND ECONOMIC EMPOWERMENT

SERVICE TO MAURITIUS PROGRAMME

APPLICATION FORM

Surname:
(in block letters)

Other Names:
(in block letters)

Title: Mr Mrs Miss Others
(please tick appropriate box)

Maiden Name (if applicable):

Residential Address:

National Identity Number/Passport Number

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Date of Birth

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 Age

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 Country and Place of Birth:

Nationality..... Certificate No. (If Naturalised)..... & Date

If you are not a Mauritian resident or citizen, please provide the same information for spouse and dependent children who will accompany you to Mauritius on a separate page annexed to this application so we can obtain the necessary clearances.

Phone No. (Office)..... Home..... Mobile..... Email address.....

ACADEMIC/PROFESSIONAL QUALIFICATIONS

Post graduate or professional qualifications (if you have more than one, please fill in the highest level of achievement/latest here and append the same information for the others)

Name of University/Examining Body..... Country.....

Ranking of University/Institution in country of location:

Top 10 percent Top third but below top 10 percent Below top third

Duration of course/study: From..... To..... Part Time Full Time Distance Education

Specify (i) exact qualifications obtained..... Class/Division/Level.....

(ii) Date of result.....

Was study in Mauritius?

Yes

No

Were you in top ten in your class?

Yes No

Were you in the top third in your class?

Yes No

What evidence are you providing to document your answer if yes? (e.g. certificate/official document indicating a gpa of 3.0 or above if in US system; upper second if in UK system; or letter from University indicating that you were in the top (if in Mauritius) or the top third (if outside Mauritius))

Copy of certificate/award

Letter from institution

Please attach a copy of letter or certificate/award

Undergraduate or professional qualifications (if you have more than one, please fill in the highest level of achievement/latest here and append the same information for the others)

Name of university/Examining Body.....Country.....

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Undergraduate or professional qualifications (if you have more than one, please fill in the highest level of achievement/latest here and append the same information for the others)

Scholarships/Awards

1.

2.

EMPLOYMENT HISTORY

(i) Present Employment

(ii) Previous Employment

Please enclose a copy of a recommendation from at least one employer if relevant

If you do not want your application and its status to be listed on the mofee website please indicate this. if you select not to have information posted on the website, you will only be contacted if an offer is being made

I want my application information and status listed on the web site Yes No

Starting date and duration requested for the internship (this will not affect your selection but serve to match your interest to our needs and ensure a more positive internship experience)

.....
Areas of interest (selected from the areas listed in the advert)

Please state your areas of interest in order or priority. if you are flexible please indicate this but still rank your preferences to facilitate your placement. answers to this section will not affect the likelihood of selection but ensure a better match and a more productive internship if you are made an offer. please also indicate in a few words the reasons for your preference

1.
Reason:

2.
Reason:

3.
Reason:

OTHER INFORMATION

(a) Have you been the subject of an investigation/enquiry for any offence during the last 10 years ?

Answer Yes or No..... If Yes, indicate nature of offence and date of outcome.

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(b) Have you ever been prosecuted before a court of law for any offence AND subsequently found guilty during the last 10 years ?

Answer Yes or No..... If yes, give details (court, charge, date of judgment and sentence - e.g. imprisonment, fine, caution or conditional discharge) :—

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DECLARATION

I,....., the applicant, declare that the particulars in this application are true and accurate and that I have not wilfully suppressed any material fact.

Date

Signature.....

MINISTRY OF FINANCE AND ECONOMIC EMPOWERMENT

NOTES AND INSTRUCTIONS TO CANDIDATES

1. The Application Form should be completed and submitted by e-mail to the Financial Secretary, Ministry of Finance and Economic Development at the following address:
fssecretariat@mail.gov.mu

and

bchukun@mail.gov.mu

2. Where email is not convenient a hard copy may be sent to Mrs Bindya Chukun, MOFEE, Government House, Port Louis, Mauritius.
3. Applications will be processed if the form provides all the required information even if documentary evidence is not provided at the time of application. However, any offer made will be subject to verification of the required documentary evidence scanned and sent as an email or in hard copy.
4. Care should be taken to fill in the Application Form correctly. It is an offence to give information which is false or to conceal any relevant information. This may lead to an application being rejected or, if a candidate has already been enlisted, to the termination of his internship.
5. Qualifications obtained after the closing date for the submission of applications as specified in the advertisement will be accepted provided the internship starts after the qualification is received. However, applications can be fully processed in the case of a first degree/professional qualification that meets the criteria (top 10 in Mauritius or top third in a well ranked international institution).
6. Applications received after the closing date and time mentioned in the advertisement will not be processed for the current round. However, at the relevant time we will contact you to check if you are interested in the application being used for the next round. The onus for the prompt submission of applications so that they reach the Ministry of Finance and Economic Empowerment in time lies solely on applicants.
7. The Ministry will post on its website at <http://www.gov.mu/portal/site/MOFSite> the list of applications received and the list of applications that are deemed not to meet the qualifications criteria. Once the selection process is over the list of successful applicants will be posted on the website.
8. You can and we encourage you to apply early for an internship since the procedures may be lengthy and it will allow you and MOFEE to plan better your assignment. We will accept applications for a starting date that is up to one year away from when you would be available and we encourage you to give at least 6 months where possible before you plan to start if made an offer.
9. The completed form should contain full details regarding previous experience, qualifications and any other factors which would qualify the candidate to carry out the duties of the field applied for. Documentary evidence and a statement of relevant particulars, e.g. job description and content, dates and references from employer (where relevant) should be submitted either by scanned or hard copy when requested.

10. Should there be any matter not covered by the Application Form that the candidate wishes to be considered with his application, the details must be given.
11. A candidate should immediately inform the Ministry of Finance and Economic Empowerment Commission about any change of address.
12. Recruitment by the Ministry of Finance and Economic Empowerment is made solely on the basis of qualifications and merit. Candidates will be rated according to a scoring system and those with high scores will be made an offer without interview. Those with scores above the threshold but below the high score cut off will be interviewed by phone or in person. The selection criteria are as follows:

Marking System

A	B	C
Qualification	Experience	Publications
Phd 5	+ 5 years 5	Professional journals 5
Scholarships/Awards 5	2 – 5 years 4	Books 5
Masters and enrolment on Phd 4	Up to 2 years 2	
Professional (Accountancy or other) 4	<u>Nature of experience:</u>	<u>Track Record</u>
MSc 3	Related field/relevant Experience 0 -10	2 References:
Bachelor 2		(a) Academic 0-5
First or equivalent 4		(b) Work related 0-5

A Top University

Rank of Universities

1 - 100	10
101 - 150	8
151 - 200	6
201 - 250	4
251 - 300	2

Candidates should, either in their application or in the interview indicate the areas, in order of priority, and the reasons, to substantiate their priority, in two lines. However, flexibility of candidates will not be counted against them. This is just to help match demand and supply. Candidates should, even when flexible indicate some ranking in terms of preference to facilitate a match.

- **Public Officers in Government of Mauritius service are not to be retained for this programme.**
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 - Although an interview could be helpful, as the cost of interview may be very high on limited human resources and take a lot of time (making fast decisions impossible), we will rely as far as possible on the profile of candidates to make offers
 - Where it is feasible, the selection will, therefore, be done on the basis of screening of applications
 - If the majority of the selection Panel agrees to the recommendations on any given candidate, this view will prevail (for offer, for interview or for rejection).
13. The Ministry of Finance and Economic Empowerment reserves the right to make offers only to the best qualified candidates
 14. The Ministry of Finance and Economic Empowerment will not give any reason to candidates not made an offer.