

NATIONAL CHILDREN'S COUNCIL

VACANCY FOR POST OF COORDINATOR

Applications are invited from qualified candidates who wish to be considered for appointment as Coordinator at the National Children's Council.

2. QUALIFICATIONS:

- A. A degree in Social Work or Psychology or Sociology from a recognized institution or an equivalent qualification acceptable to the Council.
- B. Good management, communication and interpersonal skills.
- C. Computer Literate
- D. At least two years experience in the field of child development and welfare.

Candidates should produce written evidence of experience claimed

3. SALARY

The permanent and pensionable post carries salary in scale Rs 25,525 x 775 – 32,500 x 925 – 37,125 x 1225 – 40,800 x 1525 – 49,950 x 1625 – 56,450 a month.

4. AGE LIMIT

Candidates unless already in the public sector should not have reached their 45th birthday by the closing date for the submission of application.

5. MODE OF APPLICATION

- (i) The job description and Application Forms are available at the Office of the National Children's Council or may be downloaded from the website of the Ministry of Gender Equality, Child Development & Family Welfare on <http://gender.govmu.org>
- (ii) Incomplete, inaccurate or inadequate filling of the Application Form shall entail elimination of the applicant.

6. CLOSING DATE OF APPLICATION

Applications should reach the Council Secretary, National Children's Council by **19th March 2018 at 15 hrs 30** at latest.

The envelope should be clearly marked "Post of Coordinator" on the top left hand corner.

7. NOTE:

- (i) Only the best qualified candidates will be called for interview .
- (ii) Applications not made on the prescribed form will not be considered .
- (iii) The National Children's Council reserves the right not to make any appointment as a result of the advertisement .

Date : 26th February 2018

National Children's Council
1st Floor, CSK Building
Remy Ollier St, Port Louis

Duties:

1. To be responsible to the Council Secretary in carrying the following duties:
 - (i) To formulate, implement and monitor and coordinate projects and activities in line with the policy of the Council.
 - (ii) To give publicity to projects of the Council as directed.
 - (iii) To submit regular, weekly, monthly, quarterly and yearly calendar of projects/activities of the Council by ensuring the coordination of all these products and activities.
 - (iv) To initiate, formulate and implement research projects on issues related to children.
 - (v) To undertake qualitative and quantitative surveys/studies relating to children and families with a view to improving the quality of services provided to the Community at large.
 - (vi) To initiate surveys and studies in connection with child development and related issues and to act as research team leader.
 - (vii) To submit regular reports to the Council on surveys/studies which are being carried out.
 - (viii) To prepare, maintain and submit computerized records of projects/activities and Research Projects of the Council as and when required.
 - (ix) To be responsible for the management IT data system in the Documentation Unit and the Child online database.
 - (x) To liaise with NGOs and other organisations for the implementation of activities in local, regional and national levels.

2. 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 Coordinator in the roles ascribed to him/her.

