

NATIONAL CHILDREN'S COUNCIL

VACANCY FOR POST OF SHELTER MANAGER

Applications are invited from qualified candidates who wish to be considered for employment as Shelter Manager on contract basis for a period of one year.

2. Qualifications

- A. A diploma in Social Work or Administration or Management or an equivalent qualification acceptable to the Council
- B. At least three years experience in the field of Social Work

Candidates should also:

- (i) Have good organizing, communication & interpersonal skills
- (ii) Be able to lead a team of employees
- (iii) be computer literate

Candidates should produce written evidence of experience claimed.

4. Salary:

Negotiable in the range between Rs 15,175 to Rs 35,375 monthly plus salary compensation

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 filing of the Application Form shall entail elimination of the applicant.

6. **Closing Date of Application**

Application should reach the Council Secretary, National Children's Council by 17th August 2017 at 15 hrs 30 at latest.

The envelope should be clearly marked "Shelter Manager" 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: 28th July 2017

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

Duties : To be responsible to the Council Secretary through the Coordinator for

- (1) The overall management/administration and the day to day running of the activities of the Shelter
- (2) Organising and Supervising the work of the employees of the Shelter.
- (3) Maintaining a high level of discipline among residents and ensuring that established protocols, rules and regulations are abide to.
- (4) Organising activities (both indoor & outdoor), namely social, educational recreational, sport etc for the residents.
- (5) Ensuring that a minimum level of stock of provisions are kept at all times and to initiate action for its replenishment in due time.
- (6) Keeping a petty cash book in respect of all expenses paid by petty cash.
- (7) Ensuring that all equipments and furniture are in good condition and reporting on any repair to be effected.
- (8) Submitting statistics, report, etc as and when required.
- (9) Laising with schools, NGOs, Social Welfare associations and other institutions for the Welfare of children.
- (10) To use ICT in the performance of his duties.
- (11) 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 Shelter Manager in the roles ascribed to him.

Note: The Shelter Manager may be required to work after normal hours including Saturdays, Sundays and Public Holidays.

