

NATIONAL CHILDREN'S COUNCIL

VACANCY FOR POST OF ASSISTANT CHILD PROGRAMME OFFICER

Applications are invited from qualified candidates who wish to be considered for employment as Assistant Child Programme Officer on a one year contract basis at the National Children's Council

2. Qualifications

A Cambridge Higher School Certificate with passes in at least two subjects at Principal Level or Passes in at least two subjects obtained on one certificate at the General Certificate of Education "Advanced Level" or an equivalent qualification acceptable to the Board.

Candidates should:

- (i) reckon at least two years experience in social work with children.
- (ii) produce written evidence of experience/knowledge claimed.
- (iii) be computer literate.

3. Salary

Rs 14,050 + salary compensation per month

4. Duration

One year

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 5th December 2017 at 15 hrs 30 at latest.

The envelope should be clearly marked "Post of ACPO" 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: 15th November 2017

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

Duties ACPO

1. To actively participate in all activities of the Council locally and at National Level.
2. To assist in the implementation of Projects/Programmes and to submit data collectable on field.
3. To liaise with Associations working for the welfare of children.
4. To provide assistance in the field work such as the conduct of enquiries and surveys/ the assistance concerning the situation of children.
5. To provide assistance in the handling of children during police investigation.
6. To take care of those children who are victims of ill-treatment and abuse.
7. To receive members of the public who call at the Council for matters concerning children.
8. To visit, supervise and monitor Children's Clubs during weekends and public holidays.
9. To help in the organization of activities and educational programmes regarding Child Welfare and Child Protection.
10. To help in the drafting of reports and letters.
11. To give assistance in the performance of office duties as and when required
12. To accompany residents of Shelter in transport to hospitals, schools, educational outing etc.
13. 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 Assistant Child Programme Officer in the roles ascribed to him/her.