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**NATIONAL CHILDREN’S COUNCIL**

**NOTICE OF VACANCIES**

**The National Children's Council (NCC) is a corporate body under the aegis of the Ministry of Gender Equality and Family Welfare. It regroups both Governmental and Non-Governmental organisations working for the Protection, Welfare and Development of Children. The NCC is inviting applications from suitably qualified candidates to fill in the following vacancies on its establishment:**

**1. POSTS**

1. **Shelter Manager**
2. **Cook (Roster)**

2. **For Post (A) – 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 at the National Children’s Council (NCC).

**I. AGE LIMIT**

Candidates should not have reached their 65th birthday by the closing date for the submission of applications.

**II. 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 any experience/knowledge claimed.

**III. SALARY**

Negotiable in the range between Rs 19,525 to Rs 43,500, monthly plus salary compensation.

3. **For Post B – COOK (ROSTER)**

**I. AGE LIMIT**

Candidates should not have reached their 48th birthday by the closing date for the submission of applications. However, the age limit is not applicable to Public Officers and employees of Parastatal Bodies.

II **Salary:** Rs 16005 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 –

22225 x 400 – 23425 x 525 – 26050 (NCC 10)

III **Qualifications:**

A Certificate in Primary Education and who reckon at least three years experience in cooking.

Candidates should –

(a) produce written evidence of knowledge/experience claimed

**4. MODE OF APPLICATION**

1. Qualified candidates should submit their application on the prescribed form which may be obtained either at the National Children’s Council,1st Floor, CSK Building, Remy Ollier Street, Port Louis or on the website of the Ministry of Gender and Family Welfare at <http://gender.govmu.org>;
2. For information on the advertisement and duties for the posts, interested candidates may visit our website at http://gender.govmu.org;
3. Incomplete, inaccurate or inadequate filling of the Application Form shall entail elimination of the applicant;
4. Applicants should possess all certificates/qualifications/testimonials at the time of application;
5. Non-submission of information/documents/certificates will entail disqualification of the applicant;
6. Copies of relevant certificates and National Identity Card must be attached to the application;
7. The originals of birth and educational certificates should not be submitted with the application, but applicants should produce these if and when called upon to do so; and
8. The onus for the submission of equivalence of qualification (if applicable) from the relevant local authorities rests on the candidate.

**5. CLOSING DATE OF APPLICATION**

Applications should reach the **Ag Council Secretary, National Children’s Council, 1st floor, CSK Building, Remy Ollier Street, Port Louis, not later than 19 August 2022 at 15.30 hrs.**

**6. NOTE**

1. only the best qualified candidates will be called for interview;
2. applications not made on the prescribed form and late applications will not be considered;
3. selected candidates would be required to present their character certificate during interview;
4. the National Children’s Council reserves the right not to make any appointment as a result of this advertisement.

**National Children’s Council Date: 5 August 2022**

**1st Floor, CSK Building,**

**Rémy Ollier Street**

**Port Louis**