



VACANCY FOR THE POST OF SHELTER MANAGER AT THE NATIONAL CHILDREN'S COUNCIL

The National Children's Council 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

1. POST

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).

2. AGE LIMIT

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

3. 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.

4. SALARY

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

5. MODE OF APPLICATION

- a) Qualified candidates should submit their application on the prescribed form which may be obtained either at the National Children's Council, 1st Floor, CSK Bldg, Remy Ollier Street, Port Louis or may be downloaded from the website of the Ministry of Gender Equality & Family Welfare on <http://gender.govmu.org>;
- b) For information on the advertisement and duties for the post of Shelter Manager, interested candidates may visit our website at <http://gender.govmu.org>;
- c) Incomplete, inaccurate or inadequate filling of the Application Form shall entail elimination of the applicant;
- d) Applicant should possess all certificates/qualifications/testimonials at the time of application;
- e) Non-submission of information/documents/certificates will entail disqualification of the applicant;
- f) Copies of relevant certificates and National Identity Card must be attached to the application;
- g) 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
- h) The onus for the submission of equivalence of qualification (if applicable) from the relevant local authorities rests on the candidate.

6. CLOSING DATE OF APPLICATION

Applications should reach the **Ag Council Secretary, National Children's Council, 1st Floor, CSK House, Remy Ollier Street, Port Louis by 20 June 2022 at latest at 15.30hrs.** The envelope should be clearly marked "**Post of Shelter Manager, NCC**", on the top left hand corner.

7. NOTE

- a) only the best qualified candidates will be called for interview;
- b) applications not made on the prescribed form and late applications will not be considered;
- c) selected candidates would be required to present their character certificate during interview;

- d) the National Children's Council reserves the right not to make any appointment as a result of this advertisement.

National Children's Council
1st Floor, CSK Bldg
Rémy Ollier Street
Port Louis

Date: 10 June 2022