

National Social Inclusion Foundation
6th Floor, Garden Tower, La Poudriere Street, Port-Louis Tel:
405-5152/405-5169

SCHEME OF SERVICE

POST	Health & Wellbeing Manager Fortified Learning Environment Unit (FLEU)
SALARY:	Rs 60,000 per month plus salary compensation at approved rates.
TRAVELLING & CELL PHONE ALLOWANCE:	Travelling allowance by car of Rs 9,000 and cell phone allowance of Rs 1,000 per month
DURATION	One year with possibility of renewal for another period of one year.
QUALIFICATIONS/EXPERIENCE/SKILLS	<ul style="list-style-type: none"> • A Degree in Psychology from a recognized institution or equivalent qualifications acceptable to the Foundation. • A Masters in Psychology will be an advantage. • At least 5 years' experience in educational field dealing with vulnerable children. • Good communication and interpersonal skills. • Ability to work in teams and be result oriented. • Be computer literate.
DUTIES & RESPONSIBILITIES	<ol style="list-style-type: none"> 1. To be responsible for the formulation, organisation, co-ordination, implementation, monitoring and evaluation of health promotion policies and programmes in the creche, Pre-Primary, Primary and Secondary Education Sectors. 2. To provide support to the Programme Manager, Fortified Learning Environment Unit (FLEU) in the institutionalisation of health and wellness programmes in schools.

	<ol style="list-style-type: none"> 3. To be responsible for the administration and management of the Health and Wellbeing activities. 4. To devise, implement and conduct in service courses for pre-primary, primary and secondary school staff after school hours and during school holidays in close collaboration with Capacity Building Manager. 5. To coordinate assessment of children with vulnerability and ensure follow up measures. 6. To organize and coordinate remedial and special education programmes in normal schools. 7. To screen and be responsible for the training and supervision of Fortified Learning Environment (FLE) School Counsellors. 8. To organize, coordinate and supervise Fortified Learning Environment (FLE) Programmes and projects. 9. To develop health and wellbeing programmes at school and counselling at pre-primary, primary and secondary levels. 10. To collect data and report on health issues and well being programmes in partnership with relevant institutions. 11. To act as liaison with other relevant Ministries and institutions and ensure follow-up on implementation of health and well being Programmes and Projects. 12. To perform other cognate duties as may be assigned by the Secretary General.
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