

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

SCHEME OF SERVICE

POST	Programme 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 Social Sciences or Education or Project Management or in any other relevant field. • A Post Graduate qualification will be an advantage. • At least 5 years' proven experience, preferably in the field of Education. • Proven record in organizational leadership is mandatory. • 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 efficiently plan, organize and monitor the administrative activities of the Fortified Learning Environment Unit (FLEU) in broad objectives; 2. To work closely with other management team and contribute fully to the creation, operation and development of the Fortified Learning Environment Unit (FLEU); 3. To assist and advise the Fortified Learning Environment Unit (FLEU) to attain its objectives and on policy matters regarding administration, HR, Finance, Procurement and other related areas;

	<ol style="list-style-type: none">4. To ensure the timely preparation of the Annual Budget of the Fortified Learning Environment Unit (FLEU), the proper management of its funds as well as its allocation and Report on the FLEU;5. To prepare guidelines for the implementation of programmes by stakeholders of the Foundation within the Fortified Learning Environment Unit (FLEU);6. To ensure proper monitoring and evaluation of the Fortified Learning Environment (FLE) programmes and projects funded by the Foundation;7. To set up a platform for coordination and communication with stakeholders of the Fortified Learning Environment Unit (FLEU);8. To keep the Fortified Learning Environment Unit (FLEU) informed on a regular basis on major administrative issues as appropriate; and9. To perform such other related duties as may be assigned by the Secretary General.
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