

National Social Inclusion Foundation

SCHEME OF SERVICE

POST	Programme Director Fortified Learning Environment Unit (FLEU)
SALARY	Rs 85,000 per month plus salary compensation at approved rates
TRAVELLING & CELL PHONE ALLOWANCE:	Travelling allowance by car of Rs 18,000 and cell phone allowance of Rs 2,000 per month
DURATION OF CONTRACT	Five years with possibility of renewal
QUALIFICATIONS/EXPERIENCE/SKILLS	<p>Candidates should possess:</p> <ul style="list-style-type: none"> • A Masters Degree in Education or in any other relevant qualifications. • At least 5 years' proven experience, preferably in the field of Education. • Proven record in organizational leadership. • Good communication and interpersonal skills. • Ability to work in teams and be result oriented. • Good ICT skills
DUTIES & RESPONSIBILITIES:	<ol style="list-style-type: none"> 1. Lead the Fortified Learning Environment Unit. 2. Work closely with staff and stakeholders and contribute fully to the consolidations, operation and development of the FLEU. 3. Efficiently plan, organize and monitor the administrative activities of the Fortified Learning Environment Unit (FLEU) in broad objectives; 4. Advise the Fortified Learning Environment Unit (FLEU) to attain its objectives on policy matters regarding administration, HR, Finance, Procurement and other related areas; 5. 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; 6. Prepare guidelines for the implementation of programmes by stakeholders of the Foundation within the Fortified Learning Environment Unit (FLEU); 7. Ensure proper monitoring and evaluation of the Fortified Learning Environment (FLE) programmes and projects funded by the Foundation;

	<ol style="list-style-type: none">8. Set up a platform for coordination and communication with stakeholders of the Fortified Learning Environment Unit (FLEU);9. Keep the Secretary General and the FLE Committee informed on a regular basis on major issues as appropriate; and10. Perform such other related duties as may be assigned by the Secretary General.
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14 December 2022