

## National Social Inclusion Foundation

### SCHEME OF SERVICE

<b>POST</b>	<b>Programme Support Officer</b> Fortified Learning Environment Unit (FLEU)
<b>SALARY</b>	Rs 30,350 per month plus salary compensation at approved rates
<b>TRAVELLING ALLOWANCE:</b>	Rs 13,200 monthly
<b>PHONE ALLOWANCE</b>	Rs 1,100 monthly
<b>DURATION OF CONTRACT</b>	Five years Contract
<b>QUALIFICATIONS/EXPERIENCE/SKILLS</b>	<p>Candidates should possess;</p> <ul style="list-style-type: none"> <li>• A University Degree in Social Sciences or equivalent qualifications acceptable to the Council.</li> <li>• At least 5 years' experience in social projects design, writing, implementation and monitoring will be an advantage.</li> <li>• Candidates should have good communication, interpersonal and problem-solving skills.</li> <li>• Ability to work in a high-pressure environment and meet deadlines and manages many tasks simultaneously.</li> <li>• Ability to support, exercises high level of responsibility and be able to handle confidential and sensitive issues in a responsible and mature manner.</li> <li>• A positive image and willing to take on a wide range of tasks.</li> <li>• Ability to welcome constructive feedback.</li> </ul>
<b>DUTIES &amp; RESPONSIBILITIES:</b>	<ol style="list-style-type: none"> <li>1. Assist in the overall implementation, coordination, monitoring and supervision of FLE projects.</li> <li>2. Oversee the delivery of programme services and activities.</li> <li>3. Assist in the preparation of operational guidelines, parameters, and eligibility criteria for implementation of projects.</li> <li>4. Assist in the preparation of guidelines for calls for proposals and the implementation of projects by NGOs.</li> </ol>

	<ol style="list-style-type: none"><li>5. Assist in the development and implementation of plans, monitoring and evaluation of the FLE programmes and assess their impact on beneficiaries.</li><li>6. Assist in preparation of documentation such as Request for Proposals for services, analyse project proposals and draft reports.</li><li>7. Assist in budgeting, conducting financial monitoring of funding and processing requests for funding.</li><li>8. Ensure proper follow up of the implementation of FLE programmes through field visits to collect data, check progress, identify constraints, propose improvements, and submit regular feedback reports on implementation of FLE programmes.</li><li>9. Assist in the development and implementation of an effective and efficient progress reporting system.</li><li>10. Assist in the documentation and sharing of best practises and lessons learned from the FLE National Programme.</li><li>11. Attend meetings with stakeholders and submit reports and follow up actions on a timely basis.</li><li>12. Ensure an integrated approach in the implementation of programmes and contribute to build synergy with programmes of the Foundation and other stakeholders; and</li><li>13. Perform other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the roles ascribed to him/her.</li></ol>
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