

National Social Inclusion Foundation

Scheme of Service

Post	Assistant Programme Support Officer “Mo Volonter” Programme
Salary	Rs 20,000 per month plus salary compensation at approved rates
Travelling	Rs 3,500 monthly
Duration of Contract	Five years Contract
Qualifications/Experience/Skills	Candidates should: <ol style="list-style-type: none">1. Possess a Cambridge Higher School Certificate or an equivalent qualification acceptable to the Council;2. Have proven experience in social projects, design work and evaluation;3. Possess good interpersonal, communication and report writing skills;4. Be proficient in IT office tools as well as in statistical and data interpretation;5. Possess leadership and problem-solving skills;6. Have the ability to work in a team; and7. Be able to meet tight deadlines.
Duties and Responsibilities	<ol style="list-style-type: none">1. To assist the Programme Support Officer in coordinating the “Mo Volonter” Programme;2. To assist in organizing events, awareness campaigns and activities to promote volunteering;3. To assist in the implementation of the “Mo Volonter” programme, collecting data and checking progress;4. To assist in the documentation of “Mo Volonter” Programme;5. To perform administrative duties as & when required;6. To Liaise with other staff of the Foundation and assist in the organizational function and other activities of the Foundation;7. To use ICT in the performance of duties;8. To perform any other related duties as may be assigned by the Secretary General. <p>Note: The Assistant Programme Support Officer may be required to work outside normal working hours, Saturdays, Sundays and Public Holidays.</p>

13 February 2024