

National Social Inclusion Foundation

Scheme of Service

Post	General Executive (Rodrigues)
Salary	Rs 20,000 per month plus salary compensation at approved rates
Travelling	Rs 3,500
Duration of Contract	Three years Contract
Qualifications/Experience/Skills	<p>Candidates should:</p> <ol style="list-style-type: none">1. Possess Cambridge Higher School Certificate or an equivalent qualification acceptable to the Council.2. Reckon at least 3 years proven experience in Administration/ Management.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 Officer/ Programme Support Officer in providing support to the operational services;2. To perform registry works, simple finance, HR and procurement duties, under supervision;3. To Liaise with other staff of the Foundation and assist in the organizational function and other activities of the Foundation;4. To use ICT in the performance of duties;5. To manage and ensure the safekeeping of filling document of the Foundation;6. To draft replies to simple correspondence; and7. To perform any other related duties as may be assigned by the Secretary General <p>Note: The General Executive may be required to work outside normal working hours, Saturdays, Sundays and Public Holidays.</p>