

National Social Inclusion Foundation

Scheme of service

Post	Programme Officer (Rodrigues)
Salary	Rs 32,050 per month plus salary compensation at approved rates
Travelling Allowance	Rs 13,200 monthly
Phone Allowance	Rs 1,100 Monthly
Duration of Contract	Three years Contract
Qualifications/Experience/Skills	Candidates should possess: <ol style="list-style-type: none">1. A University Degree in Social Sciences or equivalent qualification acceptable to the Council;2. At least 3 years' experience post qualification in social projects, design work and evaluation ;3. Good communication, interpersonal and problem-solving skills;4. Ability to work in a high-pressure environment and meet deadlines;5. Ability to support and exercise high level of responsibility and be able to handle confidential and sensitive issues;6. Ability to welcome constructive feedback.
Duties and Responsibilities	<ol style="list-style-type: none">1. Assist the Secretary General in the overall implementation, coordination, monitoring and supervision of programmes and projects of the Foundation.2. Assist in the preparation of operational guidelines, parameters and eligibility criteria for implementation of programmes and projects and allocation of funds.3. Assist in the preparation of guidelines for calls for proposals for the implementation of programmes and projects by NGOs and for allocation of funds.4. Assist in the development and implementation of plans for the monitoring and evaluation of programmes and projects to assess their impact on beneficiaries.5. Assist the Secretary General in liaising with government authorities and other stakeholders.6. Ensure proper follow up on the implementation of programmes and projects through field visits to collect data, check progress, identify constraints, propose improvements

	<p>and submit regular feedback reports on implementation of programmes and projects.</p> <ol style="list-style-type: none">7. Ensure an integrated approach in the implementation of programmes and projects and contribute to build synergy with programmes of the Foundation and other stakeholders.8. Perform such other cognate duties as may be assigned by the Secretary General. <p>Note: The Programme Officer may be required to work outside normal working hours, Saturdays, Sundays and Public Holidays.</p>
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07 February 2024