

## National Social Inclusion Foundation

### SCHEME OF SERVICE

<b>POST</b>	<b>Secondary School Community Mentor</b> Fortified Learning Environment Unit (FLEU)
<b>SALARY</b>	Rs 20,000 per month plus salary compensation at approved rates
<b>TRAVELLING ALLOWANCE</b>	Rs 3500 Monthly
<b>TELEPHONE ALLOWANCE</b>	Rs 500 Monthly
<b>DURATION OF CONTRACT</b>	Five years contract
<b>QUALIFICATIONS</b>  <b>EXPERIENCE/SKILLS</b>	<p>Candidates should possess;</p> <ul style="list-style-type: none"> <li>• HSC or equivalent qualification acceptable to the Council.</li> </ul> <p>Candidates should have:</p> <ul style="list-style-type: none"> <li>• At least 3 years of working experience with vulnerable families.</li> <li>• Strong interpersonal and communication skills.</li> <li>• Good ICT skills.</li> <li>• Ability to work in team and meet deadlines.</li> <li>• Good interpersonal relationship.</li> </ul>
<b>DUTIES &amp; RESPONSIBILITIES</b>	<ol style="list-style-type: none"> <li>1. Work with vulnerable families for their involment in school activities</li> <li>2. Assist vulnerable families in home-based activities such as reading and helping with homework.</li> <li>3. Encourage children to participate in after school learning activities.</li> <li>4. Help parents increase their knowledge of child development and support them in parenting skills.</li> <li>5. Build a trusting relationship with school and the Community to support education.</li> <li>6. Communicate regularly with parents in a variety of ways to keep them informed about their children's progress and school activities.</li> <li>7. Collect, update and record data regarding cases of children needing special attention.</li> <li>8. Participate in continuous professional development programme.</li> </ol>

	<p>9. Assist in other FLE Programme activities as may be necessary.</p> <p>10. 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.</p>
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*19 October 2023*