NATIONAL WOMEN'S COUNCIL

SCHEME OF SERVICE

Organisation : National Women's Council

Post: Programme Officer (Women's Association Unit/Project Unit)

Scale Salary: Rs18,925 x 300 – 19,525 x 325 – 21,475 x 375 – 22,225 x 400 - 23,425 x 525 –
26,050 x 675 – 27,400x825 -35,650x900- 37,450x950- 42,200 x 1300 –
43,500 (NWC15 )

Qualifications:  
A.  Diploma in Social Work
or
An equivalent qualifications to A about acceptable on the Board

B.  Candidates should have at least four years' experience in activities related to the development of women or social work.

C.  Candidates should possess good organizing, communication and interpersonal skills and

Candidates should produce written evidence of experience/knowledge claimed.

Roles and Responsibilities:

To be responsible for all activities carried out in the Women's Association Unit/or the Project Unit and assist the Programme Coordinator in the day-to- day Management of the Women’s association Unit and the Project Unit.

Duties: Women’s Association Unit

1. To assist the Programme Coordinator in working towards the objectives of the Women's Association Unit.
2. To be responsible to the Programme Coordinator for the performance of the followings duties:

   (i)  To be responsible for the implementation of women's empowerment policies and programmes.
   (ii) To liaise and provide support and guidance to women's associations working for women’s empowerment.
   (iii) To organize training, seminars and conference on gender issues.
   (iv) To conduct regular meetings with Regional Committee, women’s associations, assess their needs and aspirations and make appropriate recommendations.
(v) To mobilize and encourage women to advocate on gender equality issues.
(vi) To supervise and monitor the work of all staff working in the Women’s Association Unit.
(vii) To plan and organize training for field staff of the Unit.

3. To make use of Information and Communication Technology in the performance of his/her duties.

4. To perform such other duties directly related to the main duties above or related to the delivery of the output and result expected from the Programme Officer in the roles ascribed to him/her.

**Duties: Project Unit**

1. To assist the Programme Coordinator in working towards the objectives of the Project Unit.

2. To be responsible to the Programme Coordinator for the performance of the followings duties:

   (i) To identify, formulate, implement and monitor projects for women’s empowerment.
   (ii) To submit regular progress reports on projects implementation, and ensure timely follow-up actions.
   (iii) To propose studies/surveys and research related to women’s issues.
   (iv) To assist women’s association in the formulation of project proposals.
   (v) To network with NGOs/stakeholders and establish partnership related to women’s empowerment projects.
   (vi) To assist in the mobilization of funds for the implementation of projects.

3. To make use of Information and Communication Technology in the performance of his/her duties.

4. To perform such other duties directly related to the main duties above or related to the delivery of the output and result expected from the Programme Officer in the roles ascribed to him/her.

Date: 02 February 2023

Approved at the 28th Board Meeting of the National Women’s Council held on 25 January 2023