The National Women’s Council (NWC), a corporate body operating under the aegis of the Ministry of Gender Equality and Family Welfare, works towards the promotion of women’s empowerment and gender equality. The NWC is inviting applications from suitably qualified candidates to fill in the following vacancies on its establishment:

1. **POSTS**

   (A) Clerk/Word Processing Operator
   (B) Programme Assistant (Women’s Association Unit/Project Unit)
   (C) Programme Officer (Women’s Women’s Unit and Project Unit)

2. **AGE LIMIT**

   Candidates should not have reached their 45th birthday by the closing date for the submission of applications. However, the age limit is not applicable to Public Officers and employees of Parastatal Bodies.

3. **For Post (A) – Clerk/Word Processing Operator**

   (i) **QUALIFICATIONS**

   (A) The Cambridge Higher School Certificate or passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level” or an equivalent qualification acceptable to the Council.

   (B) A certificate in Word Processing or Data Processing from a recognized institution.

   (C) A certificate in keyboarding or typewriting with a speed of at least 25 words per minute from a recognized institution.

   **NOTE:**

   Candidates not possessing qualification at B will also be considered provided they can operate a computer and make use of word processing and data processing packages. They will be required to undergo a test as arranged by the Council.

   (ii) **SALARY SCALE**

   Rs16,785x260–17,825x275–18,925x300–19,525x325–21,475x375–22,225x400–23,425x525–26,050x675-27,400x825-34,825
For Post (B) Programme Assistant (Women’s Association Unit/Project Unit)

(i) QUALIFICATIONS

(A) A Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level” or an equivalent qualification acceptable to the Board.

(B) Candidates should:
   (i) reckon at least three years’ post qualification experience in activities related to the development of women or social work;
   (ii) possess interpersonal and communication skills; and
   (iii) be computer literate.

NOTE:
Candidates should produce written evidence of experience/knowledge claimed.

(ii) SALARY SCALE
Rs16,785x260 – 17,825x275 – 18,925x300 – 19,525x325 – 21,475x375 – 22,225x400 – 23,425x525 – 26,050x675 – 27,400x825 – 34,825

For post (C) Programme Officer (Women’s Association Unit/Project Unit)

(i) QUALIFICATIONS

(A) Diploma in Social Work
   or
   An equivalent qualifications to A above acceptable to the Board.

(B) Candidates should have at least four years’ post qualification experience in activities related to the development of women or social work.

(C) Candidates should have good organising, communication and interpersonal skills and

Candidates should produce written evidence of experience/knowledge claimed.

(ii) SALARY SCALE
Rs18,925x300 – 19,525x325 – 21,475x375 – 22,225x400 – 23,425x525 – 26,050x675 – 27,400x825 – 35,650x900 – 37,450x950 – 42,200x1300 – 43,500

4. Mode of Application

a) Qualified candidates should submit their application on the prescribed form which may be obtained either at the National Women’s Council, 1st Floor, London Centre, Rémy Ollier Street, Port Louis or on the website of the NWC at nwc.govmu.org;
b) Incomplete, inaccurate or inadequate filling of the Application Form shall entail elimination of the applicant;
c) Applicant should possess all certificates/qualifications/testimonials at the time of application;
d) Non-submission of information/documents/certificates will entail disqualification of the applicant;
e) Copies of relevant certificates/testimonies/documents and National Identity Card must be attached to the application;
f) The originals of birth and educational certificates should not be submitted with the application, but applicants should produce theses if and when called upon to do so, and
g) The onus for the submission of equivalence of qualification (if applicable) from the relevant local authorities rests with the candidate.

5. Closing Date of Application

Applications should reach the Manager, National Women's Council, 1st Floor, London Centre, Rémy Ollier Street, Port Louis, **not later than Thursday 23 February 2023 at 15.30 hrs.**

6. Note:

(i) Only the best qualified candidates will be called for interview.
(ii) Applications not made on the prescribed form will not be considered.
(iii) Selected candidates would be required to present their character certificate during interview.
(iv) The post applied for should be clearly marked on the top left-hand corner of the envelope.
(v) Applications received after the closing date will not be considered.
(vi) The National Women’s Council reserves the right not to make any appointment as a result of this advertisement.

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National Women's Council  
*1st Floor, London Centre, Rémy Ollier Street, Port Louis*

Phone No. 2173740  
Email: nwc@govmu.org / nwcreg1@gmail.com

**Date: 03 February 2023**