

**NATIONAL WOMEN'S COUNCIL**  
**NOTICE OF VACANCIES**

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) Family Support Officer**
- (B) Programme Assistant (Women's Association Unit/Project Unit)**
- (C) Office Attendant**

**2. AGE LIMIT**

**For Post A and B**

Candidates should not have reached their 45<sup>th</sup> 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.

**For Post C**

Candidates should not have reach their 48<sup>th</sup> birthday by the closing date unless already in service in the Public Sector.

**3. For Post (A) Family Support Officer**

**(i) QUALIFICATIONS**

- A. Possess Cambridge School Certificate or an equivalent qualification acceptable to the Council;
- B. Reckon of least two (2) years' experience in social work; and
- C. Are capable of dealing efficiently with members of the public;
- D. Are Computer Literate.

**NOTE:**

Candidates should produce written evidence of experience/ knowledge claimed.

**(ii) SALARY SCALE**

Rs16,525 x 260 - 17,825 x 275 - 18,925 x 300 - 19,525 x 325 - 21,475 x 375-22,225 x 400 - 23,425 x 525 - 26,050 x 675 - 27,400 x 825 - 34,000

**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) Office Attendant**

### **(i) QUALIFICATION**

(A) Possess a Cambridge School Certificate or have obtained passes on one certificate at the General Certification of Education 'Ordinary Level' either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject or an equivalent qualification acceptable to the Council.

(B) Candidates should:-

- (i) be able to communicate in English and French;
- (ii) possess qualities such as reliability and trustworthiness;
- (iii) possess interpersonal and communication skills; and
- (iv) have the ability to work in a team.

### **NOTE:**

Candidates should produce written evidence of experience/knowledge claimed.

### **(i) SALARY SCALE**

Rs14,725 x 250-15,225 x 260-17,825 x 275-18,925 x 300-19,525 x 325-21,475 x 375 -22,225 x 400-23,425 x 525-23,950

## **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, 1<sup>st</sup> Floor, London Centre, Rémy Ollier Street, Port Louis or on the website of the NWC at [nwc.govmu.org](http://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, 1<sup>st</sup> Floor, London Centre, Rémy Ollier Street, Port Louis, **not later than Thursday 11 April 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.

*National Women's Council  
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*Date: 29 March 2024*