

NATIONAL WOMEN'S COUNCIL

Scheme of Service

Organisation: National Women's Council

Post: Family Support Officer

Scale Salary: Rs16525x260-17825x275-18925x300-19525x325-21475x375-22225x400-23425x525-26050x675-27400x825-34000(NWC/8)

Qualifications: By selection from among officers in the grade of Office/Field Assistant who:-

- (i) possess a Cambridge School Certificate or an equivalent qualification acceptable to the Council;
- (ii) reckon at least 2 years' experience in social work; and
- (iii) are capable of dealing efficiently with members of the public.

Candidates should produce written evidence of experience claimed.

Note:

In the absence of qualified serving officers, by selection from among candidates who possess the qualifications mentioned above and who are computer literate.

Candidates should provide written evidence of experience/knowledge claimed.

Duties:

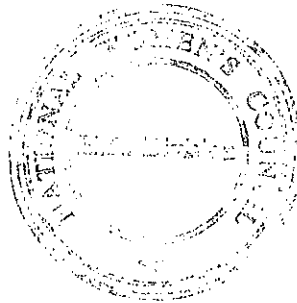
1. To advise, motivate and assist women in the setting up of Women's Associations.
2. To disseminate information on projects, activities and programmes organised by the Council geared towards empowerment of women and promote gender equality and to mobilize women's folk to participate therein.
3. To perform field work including surveys and home visits and shelters and to report problems affecting family, including domestic violence as well as women and children in distress.
4. To give assistance in the performance of office duties.
5. To convene and attend meetings of Women's Associations.

6. To assist in the organisation of social, economic, educational and recreational activities in Women Empowerment Centres/Community Centres/Social Welfare Centres.
7. To give general assistance to senior officers on matters pertaining to day-to-day work.
8. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Family Support Officer in the roles ascribed to him.

Note:

Family Support Officers may be required to work outside normal working hours including Sundays and Public Holidays.

NWC
24.05.2023



**Approved at the 31st
Board Meeting of the
National Women's Council
held on 23 May 2023**