

NATIONAL WOMEN'S COUNCIL

SCHEME OF SERVICE

Organisation : National Women's Council

Post: Programme Assistant (Women's Association Unit/Project Unit) (New Grade)
 RS 16785 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375

Salary: as Rs 14,050 x 275 - 15,150 x 300 - 15,750 x 325 - 17,700 x 375 - 19,575 x 475
Per 2021 - 21,950 x 625 - 23,200 x 775 - 30,175 (NWC9) -
 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34825

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.

Duties:

- 1. To act as Officer-in-Charge of Outstation(s) falling under the purview of the National Women's Council.
- 2. To assist the Programme Officer for the performance of the following duties:-
 - (i) implementation of Women's Empowerment policies/programmes;
 - (ii) identifying, formulating, implementing and monitoring projects for Women's Empowerment;
 - (iii) submitting regular progress reports and ensuring timely follow-up actions;
 - (iv) conducting regular meetings with Regional Committees and Women's Associations, assess their needs and aspirations and make appropriate recommendations;
 - (v) liaising with and providing support and guidance to Women's Associations working for Women's Empowerment and Gender Equality;

- (vi) assisting Regional Committees and Women's Associations in the formulation of project proposals, activities and programmes;
- (vii) mobilising and encouraging women to advocate on Gender Equality issues;
- (viii) organising training, seminars and conferences on gender issues and act as Resource Person;
- (ix) proposing studies, surveys and research related to Women's issues;
- (x) networking with NGOs and stakeholders to establish partnership related to Women's Empowerment and Gender Equality;
- (xi) assisting in the mobilisation of funds for the implementation of projects, activities and programmes;
- (xii) supervising and monitoring the work of all staff of the respective Unit;
- (xiii) conducting surveys on training needs and planning and organising training of staff of the respective Unit; and
- (xiv) preparing of Budget for the respective Unit.

3. To act as Secretary for meetings held with Regional Committees and Women's Associations and keep minutes of proceedings.
4. To disseminate information on the activities carried out by the Council.
5. To use ICT in the performance of his/her duties.
6. 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 Programme Assistant in the roles ascribed to him/her.

NWC

16 March 2018

Approved at the 175th
National Committee of the
National Women's Council
held on 22 February 2018

Drive Bleu/Folder-List of Post Vacancies / Proposed SOS Post of Programme Assistant WAU

