

## **NATIONAL WOMEN'S COUNCIL**



### **JOB DESCRIPTION OF SENIOR GOVERNANCE POSITION**

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<b>A.</b>	<b>MANAGER</b>
<b>Roles and Responsibilities</b>	
<b>To be responsible for the effective and efficient management of the National Women's Council and to supervise all projects, activities and staff of the Council.</b>	
<b>Duties</b>	
1.	To be responsible for the execution of the policy of the Board.
2.	To be responsible for the control and management of the day-to-day business of the Council.
3.	To act in accordance with such directions as may be received from the Board.
4.	To submit to the Board every 3 months, a report in relation to the activities and finances of the Council.
5.	To be responsible for the preparation of the Annual Report on all activities and operations of the Council.
6.	To act as Secretary to the Board and to: <ul style="list-style-type: none"> <li>(a) prepare and attend every meeting of the Board.</li> <li>(b) keep minutes of proceedings of every meeting of the Board.</li> <li>(c) have the custody of all books, deeds and documents relating to the Council.</li> <li>(d) perform such duties as may be assigned by the Board.</li> </ul>
7.	To be in attendance at Committees and Sub-Committees set up by the Board.
8.	To arrange for the holding of the yearly Annual General Meeting of the Council.
9.	To arrange/facilitate elections of Executive Members of Regional Committee in Mauritius and Rodrigues.
10.	To be responsible for the preparation of the Performance Agreement which should include key performance indicators on the targeted output of the Council.
11.	To formulate and maintain adequate administrative procedures throughout the organisation and to advise on administrative matters.
12.	To initiate and conduct research and studies on women issues and to formulate projects, as appropriate.
13.	To undertake formal correspondence on matters related to the business of the Council.
14.	To establish and maintain contact with national and international (non-affiliated) organisations and the national government.
15.	To be responsible for the organisation of programmes for training women including the staff of the Council and members of women associations affiliated to the Council.
16.	To receive members of the public involved in women's problems and arrange for provision of assistance to them.
17.	To deal with Legal Advisers and to arrange for drafting of legal documents, as may be required, on legal matters.
18.	To sign deeds, cheques or other documents jointly with the Chairperson, or in the absence of the Chairperson, any other members designated by the Board.
19.	To make use of Information and Communication Technology in the performance of his/her duties.
20.	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 Manager in the roles ascribed to him/her.

<b>B.</b>	<b>PROGRAMME COORDINATOR</b> <b>Responsible to the Manager of the Council.</b>
<b>Roles and Responsibilities</b>	
<b>The Programme Coordinator is required to oversee the functioning of the three Technical Units, and to supervise the work of the Programme Officers of these Units.</b>	
<b>Duties</b>	
1.	To oversee the functioning of the Women's Association Unit, Dressmaking and Craft Unit and Project Unit.
2.	To assist the Manager in achieving the objectives of the National Women's Council.
3.	To be responsible to the Manager for the performance of the following duties:
(i)	To formulate, implement and monitor projects and activities of the Council.
(ii)	To submit regular monthly, quarterly and yearly calendar of projects/activities of the Council and ensure the coordination of all these projects on issues related to women.
(iii)	To initiate, formulate and implement research projects on issues related to women.
(iv)	To undertake qualitative and quantitative surveys/studies related to women and families with a view to improving the quality of services provided to the Community at large.
(v)	To initiate surveys and studies in connection with women empowerment and to act as research team leader.
(vi)	To submit regular reports to the Council on surveys/studies which are being carried out.
(vii)	To prepare, maintain and submit computerized records of projects/activities and research projects of the Council, as and when required.
(viii)	To liaise with Non-Government Organisations for the implementation of activities at local, regional and national levels.
4.	To make use of Information and Communication Technology in the performance of his/her duties.
5.	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 Coordinator in the roles ascribed to him/her.

<b>C.</b>	<b>HUMAN RESOURCE OFFICER/HIGHER HUMAN RESOURCE OFFICER</b>
<b>Responsible to the Manager of the Council.</b>	
<b>Duties</b>	
1.	To be responsible for all matters relating to Human Resource Management.
2.	To perform the following duties:
(i)	To ensure the smooth functioning of the Human Resource Section of the Council.
(ii)	To deal with all human resource matters relating to recruitment, appointment, promotion, training, promotion and retirement, etc..
(iii)	To ensure that prevailing conditions of service are properly applied by both management and staff.
(iv)	To ensure that up to date personal records of all employees including records on absenteeism, sickness, late arrivals, early departures etc are kept.
(v)	To ensure that human resource policies, rules, regulations and procedures are properly and consistently applied so that all employees are treated fairly and equitably.
(vi)	To provide proper guidance and training to junior staff.
(vii)	To perform the duties of Secretary on Committees/Board concerning human resource matters or act as member of such Committees/Boards.
(viii)	To assist in: (a) the determination of the human resource needs of the Council in terms of number, grading and level of responsibility; and (b) the keeping of staffing requirements under constant review through job inspection, deployment and placement of staff.
(ix)	To advise and assist management in handling industrial relations matters and to represent the organisation in industrial tribunals and courts.
(x)	To ensure that: (a) well-defined disciplinary procedures are established; and (b) conflicts and employees' grievances are promptly attended to and at levels through negotiations and discussions.
(xi)	To be responsible for the promotion of staff welfare and a healthy and safe working environment.
(xii)	To establish systems and procedures for an effective performance management system.
(xiii)	To develop and implement a training and development strategy and plan for staff and to ensure proper evaluation and effectiveness of training.
(xiv)	To make use of Information and Communication Technology in the performance of his/her duties.
(xv)	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 Senior Human Resource.



<b>D.</b>	<b>ACCOUNTS OFFICER</b>
<b>Responsible to the Manager of the Council.</b>	
<b>Duties</b>	
1.	To be responsible for the day-to-day financial transactions of the National Women's Council.
2.	To collect, verify, analyse and record all financial costings and data and prepare financial statements.
3.	To prepare and monitor the annual estimates of the Council.
4.	To verify paysheets, payment vouchers, supporting documents and prepare cheques for signature.
5.	To compile schedules and information required for the preparation of statutory reports, annual reports, final accounts and other reports, as required.
6.	To ensure that financial and procurement regulations are correctly applied and fully complied.
7.	To control and discharge expenditure payments in compliance with regulations.
8.	To maintain a proper system of accounting to guard against irregularity and fraud.
9.	To prepare and submit financial statements/returns, as and when required.
10.	To verify bank reconciliation statements and ensure follow up on outstanding items.
11.	To exercise budgetary control and ensure the proper care and control of funds and stores.
12.	To implement and monitor an effective enforcement mechanism to ensure the prompt recovery of debts from clients and submit a monthly report thereon.
13.	To effect payment of salaries, wages, pensions and allowances.
14.	To prepare adhoc statements on income and expenditure.
15.	To keep proper complete and up-to-date records of all financial of all financial transactions in cash book, ledgers and vote control book.
16.	To verify payment vouchers with supporting documents and cheques before effecting any payment.
17.	To attend to audit queries on financial issues, provide materials for proper replies and take corrective measures, as directed.
18.	To guide and train subordinate working under his/her supervision.
19.	To use of Information and Communication Technology in the performance of his/her duties, whenever required.
20.	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 Accounts Officer in the roles ascribed to him/her.

**Approved by the Board at its 48<sup>th</sup> Meeting held on 27<sup>th</sup> October 2025.**

**NATIONAL WOMEN'S COUNCIL  
OCTOBER 2025**