

## **NATIONAL WOMEN'S COUNCIL**

### **Scheme of Service**

**Organisation:** National Women's Council

**Post:** Craft Instructor

**Salary:** Rs23045 x 300 – 26945 x 320 – 28865 x 350 – 30965 x 400 – 31765 x 425 – 33040 x 560 – 35280.

**Qualification:** **Candidates should:**

- (i) Posses at least the Certificate of Primary Education; and
- (ii) Reckon at least 10 years' experience in craftsmanship (sewing, embroidery, etc)

**Note 1:**

For the first intake, consideration will be given to persons who are giving assistance at the level of Seamstress at the National Women's Council and whose services were formerly retained by the Sugar Industry Labour Welfare Fund although they do not possess the qualifications mentioned above provided they show proof of being literate and have the relevant knowledge in craftsmanship.

Candidates should produce written evidence of experience claimed.

**Note 2:**

Craftworkers will be required to follow a training course at the National Handicraft Promotion Agency to upgrade their skills.

**Duties**

1. To assist in devising and implementing training programmes relating to crafts generally.
2. To motivate and sensitise women and the public at large on the training programmes and projects of the Council.
3. To assist in the selection of trainees for relevant classes.
4. To conduct classed and design, develop and product materials relevant for running the classes.
5. To assist in preparing and conducting tests of proficiency.
6. To assist and follow up trainees joining the entrepreneurship development.
7. To assist in the organization of exhibitions and sales of craft products.
8. To assist in the preparation and organization of major events.
9. To perform such cognate duties as may be assigned.

NWC, 03 February 2026

