

NATIONAL WOMEN'S COUNCIL

Scheme of Service

Organisation: National Women's Council

Post: Dressmaking Teacher

Salary: Rs25445 x 300 – 26945 x 320 – 28865 x 350 – 30965 x 400 – 31765 x 425
– 33040 x 560 – 35840 x 725 – 37290 x 925 – 39140 x 970 -42050.

Qualification:

- A. A Cambridge School Certificate or Passes obtained on one certificate at the General Certificate 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.
- B. A Certificate in Garment Making from a recognized institution.

Equivalent qualifications to A and B above acceptable to the Board.

Note:

For the first intake, consideration will be given to Dressmaking Teachers from the Sugar Industry Labour Welfare Fund, on secondment to the National Women's Council and who are performing the duties of Dressmaking Teacher.

Duties

1. To be responsible to the Senior Dressmaking Teacher in carrying out the following duties:-
 - (a) To run sewing, dressmaking and related crafts classes at the Social Welfare Centres, Community Centres, Village Halls and other appropriate Centres;
 - (b) To design, develop and produce articles concerning the relevant crafts;
 - (c) To carry out examination in Dressmaking and Craft works;
 - (d) To maintain the ledger of stocks and costing and finished products;
 - (e) To assist in the selection of trainees for dressmaking and other relevant classes;
 - (f) To undertake follow-up programmes as appropriate.
2. To perform such cognate duties as may be assigned.
3. To prepare and update syllabus for training courses organized by Dressmaking Teachers and Craftworkers at the beginning of each year.
4. To be responsible for the supervision, coordination and implementation of projects relating to the welfare of women.
5. To monitor the implementation of the whole programme islandwide, provide necessary advice and guidance.
6. To act as a member of Jury for any Craft Exhibition.
7. To conduct examination, verify certificates and organize award of certificate distribution.
8. To submit an annual report o all activities held during the year.
9. To prepare Manpower Estimates for Dressmaking Unit.
10. Conduct surveys about Women's Associations need.
11. To organize Sales/Exhibitions.
12. To perform such cognate duties as may be assigned.

NWC,03 February 2026

CERTIFIED TRUE COPY

