

## **NATIONAL WOMEN'S COUNCIL**

### **Scheme of Service**

**Organisation:** National Women's Council

**Post:** Programme Coordinator

**Salary:** Rs37290 x 925 – 39140 x 970 – 46900 x 1050 – 49000 x 1100 – 54500 x 1450 – 58850 x 1750 – 62350 x 1850 – 67900 x 1900 – 75500 x 2250 – 77750.

**Qualification:**

- A. A degree in Social Policy or Social Science or Social Work or Sociology from a recognised institution.
- or
- B. An equivalent qualification acceptable to the Board .
- C. Candidates should:
  - (i) be computer literate; and
  - (ii) possess good managerial, communication and interpersonal skills; and
  - (iii) candidates should have at least four years' experience in work related to Project Management and research.

Candidates should produce written evidence of knowledge/ experience claimed.

**Roles and  
Responsibilities:**

The Programme Coordinator is required to oversee the functioning of the two technical Units, and to supervise the work of the Programme Officers of these Units:

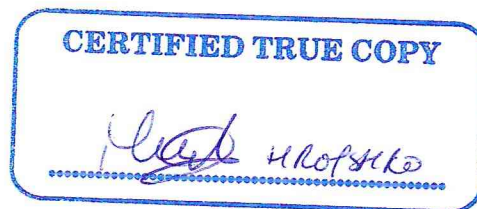
**Duties**

1. To oversee the functioning of the Women's Association Unit, Dressmaking and Craft Unit and Project Unit.
2. To assist the Secretary in achieving the objectives of the NWC.
3. To be responsible to the Secretary 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 and activities.

- (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; and.
- (viii) To liaise with Non-Government Organisations for the implementation of activities at local, region 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 result expected from the Project Coordinator in the roles ascribed to him/her.



NWC  
20 February 2026

