

Non Governmental Organisation (NGO) Trust Fund

VACANCY

The Non Governmental Organisation (NGO) Trust Fund set up under the Finance and Audit Act Regulations 1999 operates under the aegis of the Ministry of Social Security, National Solidarity and Reform Institutions.

The objectives of the Fund are:

- (i) to consider and approve applications for funding from NGOs
- (ii) to finance wholly or partly services and projects to NGOs
- (iii) to ensure an effective use of resources
- (iv) to rationalise the disbursement of funds to NGOs.

The Fund is inviting applications from suitably qualified candidates who wish to be considered for the post of **Social Facilitator** on a one year contract with the possibility of renewal.

Qualifications:

(i). A Cambridge School Certificate with credit in at least five subjects including English Language, French and Maths obtained in one Certificate or passes not below grade C in at least five subjects including English Language, French and Maths obtained at one sitting at the General Certificate of Education "Ordinary Level" and (Pass in G.P would be a substitute for a Credit in English Language at SC or GCE ordinary level).

(ii) HSC or GCE Advanced Level in at least two subjects; and

(iii) A diploma from a recognized institution in Social Sciences, Accounting, Management or any other related field.

Experience in Social Work would be an advantage.

Duties:

- (a) To effect field visits to assess projects and activities of NGOs.
- (b) To evaluate and monitor the implementation of projects and activities approved by the Fund.
- (c) To assist NGOs in the preparation of project proposals.
- (d) To prepare comprehensive report on the NGOs at the request of the Fund.
- (e) To assist the Officer-in-Charge in the performance of his duties and to perform simple office work.
- (f) To perform any cognate duties as may be assigned by the Officer-in-Charge

Remuneration:

Rs 17,200 per month (plus salary compensation at approved rates).

Application:

Applications should be submitted on the prescribed form available at the Office of the NGO Trust Fund with full particulars of qualifications and experience together with photocopies of birth and educational certificates to the Ag. Officer in Charge, NGO Trust Fund, Level 2, Renganaden Seeneevassen Building Port Louis.

The application forms may be downloaded from the website of the Ministry of Social Security, National Solidarity and Reform Institutions (socialsecurity.gov.mu)

The applications should reach the Fund before 15 00 hrs on the **1st September 2010** at latest.

The NGO Trust Fund reserves the right:

- (i) to call only the best qualified candidates for interview
- (ii) not to make any appointment as a result of this advertisement.