

**NATIONAL EMPOWERMENT FOUNDATION**

**SCHEME OF SERVICE**

**Post:**

Community Project Executive

**Salary:**

Rs 27850 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 –  
49950 x 1625 - 56450 (NEF 16)

**Qualifications:**

A. By selection from among officers in the grade of Case Management Officer and serving officers of the NEF who possess –

- (i) a degree in a field related to social and community development

OR

an equivalent qualification acceptable to the Board; and

- (ii) at least three years' experience in community work.

B. Candidates should –

- (i) possess good interpersonal, communication and report writing skills;  
(ii) be proficient in IT office tools as well as in statistical and data interpretation;  
(iii) possess effective leadership and problem-solving skills;  
(iv) have the ability to work in a team; and  
(v) be able to meet tight deadlines.

**NOTE**

**In the absence of qualified serving officers by selection from among outside candidates possessing the qualifications at A and B.**

**Duties:**

1. To assist the Community Project Coordinators in:
  - (i) taking charge of a district as and when required.
  - (ii) the formulation of important, high budget projects and innovative projects in pockets of poverty
2. To ensure that all vulnerable families are covered and that the Assistant Case Management Officers/Case Management Officers are working according to the NEF Database and the Social Register of Mauritius.
3. To ensure timely achievement of set targets.
4. To act as Liaison Officer between the NEF, the public/ beneficiaries regarding action taken on their requests for assistance.
5. To liaise with NGOs and other stakeholders.
6. To maintain close contact with beneficiaries/families imparting all along intra-personal and inter-personal skills through ongoing life enhancement education and advice.

7. To participate actively in training session organized by the NEF.
8. To play a leading role in the organisation of high profile activities.
9. To conduct Coordinating Working Group meetings for integrated projects in clusters.
10. To conduct regular site inspections.
11. To keep track of performance indicators set by the NEF in regard of Projects.
12. To perform other duties directly related to the main duties listed above or related to the delivery of the output and results expected from incumbent in the roles ascribed to him.

**NOTE**

Officers may be requested to work outside normal working hours including Saturdays, Sundays, and Public Holidays.



Approved by : The Board of NEF at its 106<sup>th</sup> meeting

Name : ..A. SEESUNKUR.....

Designation : ..Chairman.....

Date : 17 April 2019

A handwritten signature in blue ink, appearing to be "A. Seesunkur", is written over the signature line.