

NATIONAL EMPOWERMENT FOUNDATION

SCHEME OF SERVICE

Post: Community Project Officer

Salary: Rs 21100×375- 22225×400- 23025×425- 24300×525- 26400×575- 27550×650-
28200×850-29900×875-32525×950-39000 **QB** 39975×975 - 40950×1150-
45550×1375- 49675×1650- 51325 (NEF15)

Qualifications:

- A. By selection among serving officers possessing a Higher School Certificate or an equivalent qualification acceptable to the Board.
- B. Candidates should –
- Possess good interpersonal, communication and report writing skills;
 - Be proficient in IT office tools as well as in statistical and data interpretation;
 - Have the ability to work in a team; and
 - Be able to meet tight deadlines

NOTE 1

In the first instance, the grades of Assistant Case Management Officer and Case Management Officer will be merged and restyled Community Project Officer.

NOTE 2

In the absence of qualified serving officers, recruitment should be from outside candidates possessing the required qualification.

NOTE 3

New entrants and Assistant Case Management Officers in post as at the date of the publication, if they do not possess a Diploma or higher qualification in the relevant field, would be required to follow successfully an in-service training course, as approved and arranged by the NEF, to be eligible to cross the Qualification Bar in the salary scale.

NOTE 4

New entrants would be required to follow a one-year training period to the satisfaction of the Board prior to confirmation in the post.



Duties:

1. To follow each eligible beneficiary identified through the Social Registry of Mauritius (SRM), on a day-to-day basis and to maintain close contact with the beneficiaries/families imparting all along intra-personal and inter-personal skills through ongoing case management
2. To create a dynamic interaction between the NEF and the beneficiaries by conducting surveys and focus group discussions on social/community issues.
3. To develop a database on socio-economic problems faced by beneficiaries, including their priority needs and to initiate measures to get the beneficiaries to develop a positive mindset towards empowerment.
4. To prepare the priority needs of beneficiaries and develop appropriate empowerment programmes.
5. To carry out home visits to beneficiaries and devise appropriate intervention plans.
6. To refer beneficiaries with needs to resource agencies and to follow up to ensure the outcome of referrals.
7. To deliver preventive talks on social problems faced by beneficiaries and be responsible for the implementation of minor community-based projects.
8. To visit families and report on any socio-economic situation as well as on the impact of interventions keeping in view the indicators or progress set for monitoring and evaluation.
9. To keep track of the evolution of the socio-economic situation of each beneficiary and record same for analysis by NEF management.
10. To assist the Community Project Executives in the preparation of action plans and empowerment programmes.
11. To work in close collaboration with the Community Working Groups set up for the implementation of projects for social integration.
12. To assist in the organisation of seminars, conferences, competitions, exhibitions and other related activities.

13. To assist in the setting-up of proper interface between the NEF and the community by attending meetings with local committees, local volunteers, youths and other groups.
14. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from incumbents in the roles ascribed to him.

Note

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

