

**VACANCY FOR THE POST OF SECRETARY AT THE
NATIONAL WOMEN ENTREPRENEUR COUNCIL**

The National Women Entrepreneur Council (NWEC) is a parastatal body operating under the aegis of the Ministry of Gender Equality and Family Welfare.

1. POST

Applications are invited from qualified candidates who wish to be considered for employment as Secretary on a **contractual basis** for a period of one year in the first instance at the National Women Entrepreneur Council.

2. AGE LIMIT

Candidates should not have reached their **45th** birthday by the closing date for the submission of applications.

3. QUALIFICATIONS

- A. A Degree in Administration and/or Management or Economics or Sociology from a recognised institution.

- B. (i) A postgraduate qualification in the relevant field from a recognised institution together with at least two years' post-qualification experience in a managerial position;

OR

- (ii) Four years' post-qualification experience in a managerial position.

OR

Equivalent qualifications to A and B acceptable to the Council.

- C. Candidates should also -
 - (i) possess good organising, interpersonal and communication skills and administrative ability;
 - (ii) have the ability to interact with people at all levels; and
 - (iii) be computer literate.

Candidates should produce written evidence of all experience/knowledge claimed.

4. DUTIES

1. To advise the Executive Committee on the formulation of schemes/projects on women entrepreneurship development and all matters relating to the Council.
2. To act as Secretary to the Council.
3. To take and keep minutes of all proceedings of the Council and Committee.
4. To have the custody of all books, deeds and documents relating to the Council.
5. To provide the Committee with regular reports concerning the activities of the Council.
6. To be responsible for the timely submission of the annual statement of accounts and the balance sheet of the Council.
7. To be responsible for the performance of such activities and functions required to meet the objectives of the Council.
8. To liaise with Legal Advisers in respect of legal matters including the drafting of legal document.
9. To ensure the proper training of the staff of the Council.
10. To use ICT in the performance of his/her duties.
11. To perform such other duties directly related to the main duties listed above or related to the delivery of the outputs and results expected from the Secretary in the roles ascribe to him/her.

5. SALARY & BENEFITS

- a) Negotiable salary in the scale of Rs 38,350 x 1225 – 40,800 x 1525 – 49,950 x 1625 – 62,950 x 1850 – 64,800
- b) **Travelling Allowance**
In accordance with regulations in force.
- c) **Passage Benefits**
In accordance with regulations in force.
- d) **Gratuity**
Two months' salary on completion of twelve months' satisfactory service subject to the conditions that you are legally bound to reimburse any outstanding loan on termination or expiry of contract.

6. MODE OF APPLICATION

- a) Qualified candidates should submit their application on the prescribed form which may be obtained at the National Women Entrepreneur Council, National Women Development Centre, Royal Road, Phoenix or on the Council's website nwec.govmu.org;

- b) Incomplete, inaccurate or inadequate filling of the Application Form shall entail elimination of the applicant;
- c) Applicant should possess all certificates/qualifications/testimonials at the time of application;
- d) Non-submission of information/documents/certificates will entail disqualification of the applicant;
- e) Copies of relevant certificates and National Identity Card must be attached to the application;
- f) The originals of birth and educational certificates should not be submitted with the application, but applicants should produce these if and when called upon to do so; and
- g) The onus for the submission of equivalence of qualification (if applicable) from the relevant local authorities' rests on the candidate.

7. CLOSING DATE OF APPLICATION

Applications should reach the **Permanent Secretary, Ministry of Gender Equality and Family Welfare, 7th Floor, Newton Tower, Sir William Newton Street, Port Louis, not later than 31 October 2023 at 15.00 hrs.** The envelope should be clearly marked "Post of Secretary, NWECC", on the top left hand corner.

8. NOTE

- a) Only the best qualified candidates will be called for interview.
- b) Applications not made on the prescribed form and late applications will not be considered.
- c) Selected candidates would be required to present their character certificate during interview.
- d) The NWECC reserves the right not to make any appointment as a result of this advertisement.

Date: 10 October 2023

National Women Entrepreneur Council
National Women Development Centre
Royal Road
Phoenix