

APPROVED SCHEME OF SERVICE

Organisation : National Women Entrepreneur Council

Post: Business Development Assistant

Salary: Rs 18650 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400
– 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950
– 39350

Qualifications: A. A Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained on one certificate or Passes not below Grade C in at least five subjects including English Language, French and Mathematics or Principles of Accounts on one certificate at the General Certificate of Education "Ordinary Level".

Note

Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at "Principal Level" and one subject at "Subsidiary Level" as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations.

B. A Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education "Advanced Level".

Note

A Diploma in Management or Marketing or Accountancy or any relevant field will be an advantage.

OR

Equivalent qualifications to A & B acceptable to the Council

Duties:

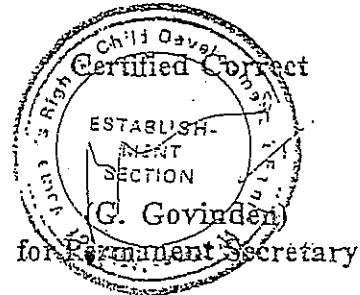
1. To be generally responsible for the maintenance of the database on women entrepreneurs affiliated (AWEs) with the Council, ensuring follow-up of this database and updating it regularly.
2. To undertake "Needs Assessment Studies" to better understand the needs requirements (including training) of women entrepreneurs both in Mauritius and Rodrigues.
3. To assist Business Development Officers in -
 - (i) conducting research work and surveys;
 - (ii) designing Survey Questionnaires and performing simple data

- (iii) the performance of their duties generally;
- (iv) the implementation of technical plans/projects of the Council; and
- (v) the organisation of training programmes for existing and potential women entrepreneurs.

4. To advise on the marketing aspects of the products made by women entrepreneurs.

5. To keep records/maintain updated information regarding the state of Women Entrepreneurship in Mauritius and overseas.

6. To perform such cognate duties as may be assigned.



Date: 8 April, 2003

Nm/ April: SOS Business Devt Assistant