

Attachment to Letter (Ref. E/153/1/110) dated 21 October 2011

SCHEME OF SERVICE

Organisation: National Women's Entrepreneur Council

Post: Secretary

Salary: Rs 40300 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200
x 1700 – 64400 x 1800 – 69800 x 2000 – 71800

- Qualifications:
- A. A Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education "Advanced Level".
 - B. A degree in Public Administration and/or Management or Economics or Sociology from a recognised institution.
 - C. A Master's degree in the field of Public Administration and/or Management or Economics or Sociology from a recognised institution

OR

Equivalent qualifications to A, B and C above acceptable to the Board.

- D. Candidates should also -
- (i) reckon at least three years' experience in a managerial position;
 - (ii) be computer literate;
 - (iii) have excellent communication and interpersonal skills and be able to lead a team; and
 - (iv) have a high sense of responsibility and integrity.

Note

Qualification at A above should have been obtained prior to qualification at B above and qualification at B above should have been obtained prior to qualification at C above. However, candidates who, as at 30 June 2008, did not possess the qualification at A above but who possess the qualifications at B and C above, will also be considered provided they hold -

- (a) a Cambridge School Certificate or passes obtained on one certificate at the General Certificate of Education "Ordinary Level" either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject or an equivalent qualification acceptable to the Board; and
- (b) a PhD or a second Master's Degree or a postgraduate diploma from a recognised institution or an equivalent qualification acceptable to the Board.

Qualification at (a) under 'Note' should have been obtained prior to qualifications at B and C above and at (b) under 'Note'.

Candidates should produce written evidence of experience/knowledge claimed.



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Role and Responsibilities:

To act as Secretary to the National Women Entrepreneur Council and to be responsible for implementing its policies and programmes on the empowerment of women through entrepreneurship.

Duties:

1. To be responsible for the effective and efficient day-to-day management of the National Women Entrepreneur Council.
2. To advise the Executive Committee on the formulation of schemes/projects on women entrepreneurship development and all matters relating to the Council.
3. To take and keep the minutes of proceedings of the Council and the Executive Committee.
4. To have the custody of all books, deeds and documents.
5. To provide regular reports on the activities of the Council to the Executive Committee.
6. To be responsible for the timely submission of the annual statement of accounts and balance sheets.
7. To be responsible for the performance of such activities and functions, as may be required, to meet the objectives of the Council.
8. To liaise with the legal advisers of the Council in respect of legal matters including the drafting of legal documents.
9. To develop and implement a training and development strategy and plan for staff and to ensure proper evaluation and effectiveness of training.
10. To use ICT in the performance of his duties.
11. 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 the Secretary in the roles ascribed to him.



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