

MAURITIUS FAMILY PLANNING & WELFARE ASSOCIATION

VACANCY FOR POST OF COORDINATOR

(Rodrigues)

- I. Applications are invited from qualified **Rodriguan** candidates who wish to be considered for appointment as Coordinator, on a contractual basis, for a period of one year renewable in the Emergency Shelter for victims of Domestic Violence in Rodrigues.

II. AGE LIMIT

Candidates should be between **23** and **45** years of age by the closing date for the submission of applications.

III. QUALIFICATIONS

Candidates should:

- i) Possess a Diploma in Social Work or Social Studies or Social Welfare or Psychology or Sociology or any other related field from a recognized institution or an equivalent qualification acceptable to the MFPWA;
- ii) Reckon at least three years' experience pertaining to Gender and Domestic Violence or Child Development and Protection or Family Welfare and Protection or Social Work;
- iii) Possess good organizing, communication and inter personal skills; and
- iv) Be computer literate.

NOTE 1

1. Candidates should produce written evidence of experience/knowledge claimed.
2. **The onus for the submission of written evidence of experience/knowledge claimed and equivalence of qualification (if applicable) from the relevant authorities (Tertiary Education Commission or Mauritius Qualifications Authority) rests on the candidates. Applications will not be considered in case of non-submission of written evidence of experience/knowledge claimed and Equivalence Certificate, as appropriate, by the closing date.**

IV DUTIES AND SALARY

1. To be responsible to the Executive Director, Mauritius Family Planning & Welfare Association for performing the following duties:

A. Administrative Operation of the Emergency Shelter

- i) Ensure the day-to-day management of the Shelter.
- ii) Supervise and coordinate the Shelter's programmes and services.
- iii) Monitor the work and attendance of staff employed at the Shelter.
- iv) Participate in the day-to-day activities necessary for the smooth operation of the Shelter.
- v) Complete and submit monthly reports to the Executive Director in a timely manner.
- vi) Ensure proper maintenance of documentation and record keeping by staff.
- vii) Coordinate monthly staff schedule for the shelter.
- viii) Participate in rotating on-call schedule and provide emergency coverage when required.
- ix) Facilitate residents' house meetings and staff meetings.
- x) Oversee scheduling of activities provided by the staff and other organizations.
- xi) Develop networking and liaise with other local service providers, in particular the Commission for Women.
- xii) To represent the Executive Director at meetings as and when required.
- xiii) Oversee the finances of the shelter including petty cash.
- xiv) Oversee all Shelter's and MFPWA's rules and policies.

B. Provision of support to Shelter Residents

- i) To attend to victims of domestic violence and provide assistance as appropriate.
- ii) Identify service needs and make referrals as needed.
- iii) Provide short term supportive counseling and advocacy.
- iv) To keep record of all reported cases for investigation and follow-up purposes and to record statistics of cases and its updating.
- v) To provide other types of aid which victims and/or dependents may require.
- vi) To submit regular reports on all cases attended.
- vii) To organise activities in relation to the development of children.
- viii) To be responsible for the conveyance of victims and dependents from shelter to court and back.
- ix) To accompany victims and dependents to hospital/dispensary/area health centre if medical/surgical treatment is required.

- x) To undertake proceedings for provision of other types of aid which victims and/or dependents may require.
2. To use ICT in the performance of duties.
 3. 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 MFPWA.

NOTE 2: The Coordinator may be required to work outside normal working hours, including Saturdays, Sundays and Public Holidays

The post carries a flat salary of Rs25,525 per month.

V. MODE OF APPLICATION

1. Qualified candidates should submit their application on the form which may be obtained at the Mauritius Family Planning & Welfare Association, Jenner Street, Port Mathurin, Rodrigues.
2. The advertisement together with the Application Form are available on the website of the Mauritius Family Planning & Welfare Association: mauritiusfamilyplanning.com.
3. Acknowledgement of applications will be made, as far as possible, by email. Candidates are therefore advised to submit their email address.
4. Incomplete, inadequate or inaccurate filling of the Application Form may entail elimination of the applicant.

VI. CLOSING DATE

Applications should reach the Executive Director, Mauritius Family Planning & Welfare Association, Jenner Street, Port Mathurin, Rodrigues **not later than 13 September 2019 by 15.00 hours.**

MFPWA reserves the right:

- (i) to convene **only** the best qualified candidates for interview; and
- (ii) not to make any appointment following this advertisement.

Date: 04 September 2019

**Mauritius Family Planning
& Welfare Association**

MAURITIUS FAMILY PLANNING AND WELFARE ASSOCIATION PORT-MATHURIN RODRIGUES



APPLICATION FORM

POST OF COORDINATOR

PF/C/2019

OFFICE USE

DATE:

1.NAME:.....

2.ID NUMBER:..... M F

3.ADDRESS:.....

4. TEL NO.(RES)..... MOBILE:.....

5. EMAIL ADDRESS:.....

6. QUALIFICATIONS:

7(A) SCHOOL CERTIFICATE /GCE O LEVEL

SUBJECT	GRADE	SUBJECT	GRADE
(1).....	(5).....
(2).....	(6).....
(3).....	(7).....
(4).....	(8).....

(B)HIGHER SCHOOL CERTIFICATE /GCE A LEVEL

SUBJECT	GRADE	SUBJECT	GRADE
(1).....	(5).....
(2).....	(6).....

(3).....

(7).....

(4).....

(8).....

DIPLOMA /DEGREE

INSTITUTION ATTENDED

YEAR

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8.WORK EXPERIENCE

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9.Do you have a valid driving license?

Yes Specify (a) Private Car (b)Van (c)Minibus or 15 Seater

No

10.Have you ever been convicted for any criminal offence?

Yes No

11.DECLARATION

I declare that the information given in the application form is true and correct

Signature :.....

Date :.....