

NATIONAL EMPOWERMENT FOUNDATION

SCHEME OF SERVICE

Post: Programme Manager

Salary: Rs 59700 x 1625 – 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 83000 (NEF 20)

Qualifications: A. By selection from among officers in the grade of Community Project Coordinator and serving officers of the NEF who possess:

(i) a Degree in Social Work or Management or Administration

OR

an equivalent qualification acceptable to the Board; and

(ii) at least five years' relevant experience at managerial level

AND

B. By selection from outside candidates possessing the qualifications at A.

C. Candidates should –

(i) have a keen interest and proven track record in social work, poverty alleviation activities and field work operations;

(ii) possess good interpersonal, communication and report writing skills;

(iii) be proficient in IT office tools as well as in statistical and data interpretation;

(iv) possess strong leadership and problem-solving skills;

(v) have the ability to work in a team; and

(vi) be able to meet tight deadlines.

Duties:

1. To report and shall be accountable to the Chief Executive Officer.
2. To be responsible for the monitoring and evaluation of poverty alleviation and empowerment programmes and projects and to prepare related reports.
3. To be responsible for the overall implementation, coordination, monitoring and supervision of all operations and activities of the Projects/Programme/Schemes/Initiatives.
4. To be responsible strategies for effective project formulation and project referral at national level.
5. To prepare the annual work plans and budgets relating to the Projects/Programme/Schemes/Initiatives.

