

SMALL FARMERS WELFARE FUND

VACANCY FOR THE POST OF WELFARE ASSISTANT

Applications are invited from qualified candidates for the post of Welfare Assistant

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 in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained on one certificate at the General Certification of Education 'Ordinary Level' or an equivalent qualification to the Board.

NOTE:

Candidates not processing 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.** The Internet and Computing Core Certification (IC3) with knowledge of office package or documentary evidence of any approved IT proficiency programme followed.
- C.** A valid driving licence for motorcycle.
- D.** Candidates should also-
 - (i) Possess good communication skills;
 - (ii) Have a general knowledge of national and international issues.

Duties:

1. To assist the Programme Welfare Officer in his duties.
2. To assist in setting up, development and marketing of schemes and projects to promote the welfare of small farmers and their families.
3. To assist in the day-to-day running of sub-centres of the Fund
4. To arrange meetings with farmers and organize demonstrations and conducted tours.
5. To interact with the farming community to identify appropriate schemes to promote their welfare.

6. To carry out farms and fields visits and assessments and report thereon.
7. To collect information and data required by the Fund.
8. To collect cash, as and when required in sub-centres of the Fund.
9. To prepare, scrutinize and process documents and records.
10. To effect simple research on matters pertaining to the Fund and submit results thereof, as required.
11. To carry out registry, simple finance, human resource and procurement and supply duties, under supervision.
12. To photocopy reports and other documents and operate standard office machines such as telefax machine.
13. To use ICT in the performance of his duties.
14. 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 Welfare Assistant in the roles ascribed to him.

Salary Scale: Rs 16525 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 34825

Age Limit

Candidates, unless already in Service, should **not** have reached their 45th birthday by the closing date for submission of applications.

Mode of Application

Application giving full details of qualifications and experience supported by duly certified copies of certificates and other relevant details as well as **ONUS** of equivalence of qualifications where applicable, on the prescribed Application Form should be submitted to the Manager at the above address not later than **Friday 19 April 2024 at 3.00 p.m.** The prescribed application form is available during office hours (weekdays only) at the Head Office of the Small Farmers Welfare Fund, 2nd Floor, MCIA (ex-FSC) Building, St. Pierre, or on the website of the SFWF <http://sfwf.govmu.org>

30 March 2024