

RECRUITMENT FOR ECOLE CULINAIRE ALINE LEAL



Administrative Officer

Dear Prospective Candidate,

Thank you for your interest in the **Administrative Officer** position at ECAL. You might be a future member of our amazing team and we are thrilled to, hereby, start the conversation with you.

The purpose of this letter is to share the mission, the vision, the values¹ and the culture of our ANFEN. A synergy between both parties will be crucial in the selection of the perfect match for the position.

You must have a lot of experience already. However, the recruitment exercise shall focus on your achievements in your previous responsibilities. We want to hear and assess how you have been a key player and a game changer in your former positions. The selection process will comprise of shortlisting candidates and we shall proceed in three steps before appointing: - (i) Interview, (ii) Assignments to be delivered within a reasonable delay, (iii) Assessment and self-assessment.

For information purposes, ANFEN is a 22-year-old charitable organization which focuses on educating around 1000 pushed out learners through 21 centers; 18 in Mauritius and 3 in Rodrigues; for their social inclusion. The last 5 years has been exciting, our team developed the ANFEN Training Institute (MQA registered) and Aline Leal Culinary School (Vocational). We are now at the development of the next phase of **ANFEN 2.0** with improved programs in Pedagogy, in Psychosocial, in Vocational training and Employability readiness, inter alia.

Joining us, as a new team member, one will contribute directly and indirectly to achieve the following Objectives: -

1. Develop and improve knowledge in the running a Technical and Vocational Education and Training center with special focus on innovative pedagogy, psychosocial support and employability readiness.
2. Integrate the latest teaching strategies and pedagogy in student's academic journey for NC3 examinations in Food production or Adult literacy.
3. Consolidate a psychosocial roadmap to offer listening services and accompaniment to vulnerable students to facilitate their learning journey and social integration.
4. Ensure that all educators are trained in Inclusive Pedagogy for Educators (IPE) by December 2024.
5. Promote students' empowerment through participation in psycho-social group discussions and therapy as required.
6. Create collaboration between the Psychosocial and Pedagogy department.
7. Integrate Social and Emotional Learning in our students' curriculum by June 2024.
8. Integrate Trauma Informed Practice in our educators' training by June 2024.
9. Expand the Culinary School and send the first cohort for national examination in Food production in 2024.
10. Develop two other Technical and Vocational training centers by 2024-2025.
11. Develop & Implement training programs for ANFEN affiliate members and other NGOs in Leadership, Management, Financial management, Positive Education amongst others.
12. Fund raise by various means to ensure the financial sustainability of the whole ANFEN network.

¹ See website: www.anfen.mu

If you feel and strongly believe that you are up for this challenging mission, that you will develop a growth mindset² as well as your talents – send us your Curriculum Vitae and Resume. Please make sure that your resume makes connections with your past professional achievements, your current and desired talents and the list of Objectives above. Knowing your prospective employer's work culture is fundamental. We are pleased to inform you that we value **Inclusion, Difficult conversations, Growth Mindset², Recognition** based on efforts, progress, learning and achievement and **Collaboration** between team members, partners and beneficiaries.

We look forward to receiving your application according to the conditions in the below advert. We seize this occasion to wish you a fruitful career through which, you will leave a positive impact.

Yours sincerely,

A handwritten signature in black ink that reads "Viken". The signature is written in a cursive style and is underlined with a single horizontal stroke.

Koomaren "Viken" Vadeevaloo
Executive Director |ANFEN

² **Growth Mindset**, The power of believing that you can improve | Carol Dweck:
https://www.youtube.com/watch?v=_X0mgOOSpLU

WE ARE HIRING



ADMINISTRATIVE OFFICER

We are seeking an Administrative Officer to oversee the daily administrative operations of our culinary school. If you have relevant qualifications and experience in administration and wish to work full-time in the social development sector and contribute to our culinary school's mission, apply now.

General Requirements:

- Degree holder or equivalent qualification in office administration
- Strong organizational and communication skills.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint)
- Ability to multitask and work collaboratively.

Main Duties:

- Collaborate with the Head of School on student affairs.
- Assist in coordinating, supervising, and completing projects.
- Gather and update data to maintain accurate records and databases.
- Organize company documents into updated filing systems.
- Prepare presentations, spreadsheets, and statistical reports.
- Manage and order office supplies.
- Process invoices, timesheets, and other claims.
- Coordinate with suppliers for purchases and deliveries.
- Coordinate incoming and outgoing calls and correspondence.
- Schedule and manage appointments and in-house/external meetings.
- Provide general administrative support to the Head of School and staff.
- Handle daily administrative tasks efficiently.

Please send your CV, motivational letter, copies of your relevant qualifications to ANFEN by:

- **Post:** ANFEN, 389, Royal Road, Rose-Hill; or
- **Email:** anfen.recruitment@gmail.com

ANFEN reserves the right to call for interview only shortlisted candidates and thanks you for your interest in partnering with us to support our adolescents.

Adolescent Non Formal Education Network (ANFEN)

389, Royal Road, Rose-Hill | Telephone: 465 1484/ 52547943 | Website: www.anfen.mu