



RECRUITMENT FOR ANFEN HEAD OFFICE

[INTERNSHIP]

Dear Prospective Candidate,

Thank you for your interest in the **Internship** position at ANFEN. 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 20 centers; 17 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.

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

1. Ensure a proper administration of all our projects and services.
2. Ensure that all educators are trained in Inclusive Pedagogy for Educators (IPE) by December 2023;
3. Promote students' empowerment through participation in psycho-social group discussions and therapy as required;
4. Integrate Social and Emotional Learning in our students' curriculum by March 2023;
5. Integrate Trauma Informed Practice in our educators' training by January 2023.
6. Expand the Culinary School and send the first cohort for national examination in Food Service & Production .
7. Develop two other Technical and Vocational training centers by 2024-2025.
8. Develop & Implement training programs for ANFEN affiliate members and other NGOs in Leadership, Management, Financial management, Positive Education amongst others.
9. Fund raise by various means to ensure the financial sustainability of the whole ANFEN network.

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 Mindset, 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,

Koomaren "Viken" Vadeevaloo
Executive Director | ANFEN

¹ See website: www.anfen.mu

² **Growth Mindset**, The power of believing that you can improve | Carol Dweck: <https://www.youtube.com/watch?v=X0mgOOSpLU>



INTERNSHIP OPPORTUNITY

You are young and passionate about helping society, here is an opportunity to learn and serve!

The Adolescent Non-Formal Education Network (ANFEN) regroups 16 NGOs across Mauritius and 1 NGO in Rodrigues working for the benefit of 1,000+ vulnerable out of school adolescents. Our mission is to support and empower our members in their efforts to integrate early school dropouts back into society.

We are currently looking for a full-time trainee, who wishes to acquire work experience in Administration in the Social Development sector, to join our team.

Responsibilities:

- Answer and direct phone calls.
- Write letters and emails on behalf of other office staff.
- Organize and schedule meetings and appointments.
- Produce and distribute correspondence memos, letters, emails and forms.
- Assist in the preparation of training aids.
- Carry out administrative duties such as filing, typing, copying and scanning etc.
- Contribute to team effort by accomplishing related results as needed.

General requirements:

- Ability to multi-task and prioritize work
- Have good written and verbal communication skills (French and English)
- Is eager to learn and work in a team.
- Is flexible and takes initiatives.
- Ready to work outside office hours.
- Basic knowledge of Microsoft word, Excel and PowerPoint.
- HSC holder.
- Duration of internship: 3 months (renewable for an additional 3 months).

Benefits

- Upon successful completion of the internship, a certificate will be issued;
- Bus fare will be refunded;
- A stipend is planned for trainees whose internship period is renewed for an additional 3 months.

ANFEN reserves the right to call only shortlisted candidates for an interview.

If all the above sounds exciting to you, you are invited to send your CV and motivational letter by 24th March 2023 to the following address:

ANFEN, 389, Royal Road, Rose-Hill or by email on anfen.recruitment@gmail.com

We thank you for your interest in partnering with us to support our adolescents.



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