

RECRUITMENT FOR ANFEN HEAD OFFICE ADMINISTRATIVE LEAD



Dear Prospective Candidate,

Thank you for your interest in the Administrative Lead position at Adolescent Non-Formal Education Network (ANFEN). You could be the next valuable addition to our incredible team, and we are excited to begin this conversation with you.

The purpose of this letter is to share the mission, vision, values¹, objectives and culture of ANFEN. Finding the right synergy between us will be essential in selecting the perfect candidate for this role.

Recruitment Process

We recognize that you likely have extensive experience. However, the recruitment process will focus on your achievements in previous roles. We want to understand how you have been a key player and a game changer in your past positions. The selection process will involve shortlisting candidates, followed by three key stages before the final appointment:

- i) Interview.
- ii) Assignments to be completed within a reasonable timeframe.
- iii) Assessment and self-assessment.

About ANFEN

ANFEN is a 25-year-old non-profit organisation dedicated to the social reintegration of pushed-out learners—approximately 1,000 students each year—through non-formal education across 21 centres: 18 in Mauritius and 3 in Rodrigues. The past five years have been a period of exciting growth, with the launch of ANFEN Training Institute (MQA-registered) and École Culinaire Aline Leal (Vocational). We are now in the next phase: ANFEN 2.0, with enhanced programmes in pedagogy, psychosocial support, vocational training, and employability readiness.

Your Role & Impact

By joining our team, you will directly and indirectly contribute to the following objectives:

- i) Develop and enhance expertise in managing a Technical and Vocational Education and Training (TVET) center, with a special focus on innovative pedagogy, psychosocial support, and employability readiness.
- ii) Ensure all educators in the network receive training in inclusive pedagogy through our MQA-approved course: Inclusive Pedagogy for Educators (IPE).
- iii) Integrate Social and Emotional Learning and Trauma-Informed Practices into our educators' training.
- iv) Incorporate the latest teaching strategies and pedagogical approaches into our students' learning process.
- v) Enable each center to develop and consolidate its own psychosocial roadmap to ensure the provision of a conducive environment for non-formal learning for the youth.

¹ See website: www.anfen.mu

- vi) Actively include our youth in the development of the services provided, in order to benefit from their perspective and enhance the relevance and impact of ongoing initiatives.
- vii) Establish two additional TVET centres by 2027.
- viii) Develop and deliver training programmes to strengthen capacities of affiliated members and other NGOs in the fields of Psychosocial Support, Pedagogy, Human Values and Employability.
- ix) Fundraise through various means to ensure the financial sustainability of the entire ANFEN network.
- x) Advocate towards the recognition and sustainability of non-formal education in Mauritius.

Are You Up for the Challenge?

At ANFEN, our work culture is built on:

- Inclusion
- Difficult conversations
- A Growth Mindset²
- Recognition based on effort, progress, learning, and achievement
- Collaboration between team members, partners, and beneficiaries

If you believe in this mission and are eager to develop a growth mindset, send us your Curriculum Vitae and Motivation Letter. Make sure your application highlights:

- Your past professional achievements
- Your current and desired skills
- Your alignment with the objectives listed above.

We look forward to receiving your application as per the conditions outlined in the advertisement below. We wish you a fulfilling career where you will create a lasting impact!

Yours sincerely,
Management

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

WE ARE HIRING



ADMINISTRATIVE LEAD

(MIDDLE
MANAGEMENT LEVEL)

The Administrative Lead assists the Executive Director and middle managers in the administration of projects and services according to the organisation targets in line with Standard Operating Procedures.

General Requirements:

- Minimum of 10 years of work experience in Administration or Management with at least 5 years in a similar position.
- Degree holder: additional qualification in Administration and Operations is a plus.
- Excellent communication skills in English and French.

Main duties:

- Administration: Assists management in the implementation of Standard Operating Procedures according to Quality Management Systems (HR, Procurement, Contracts, Project Management, Stakeholder engagement).
- Maintain a data recording system for administrative, legal, strategic, project, confidential documents and communication.
- Operations: Coordinates with middle management staff in project design, organisation, administration and control.
- Communication: Facilitates internal and external communication for the running of projects and services.

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