

# RECRUITMENT FOR ANFEN HEAD OFFICE PSYCHOSOCIAL COORDINATOR



Dear Prospective Candidate,

Thank you for your interest in the Psychosocial Coordinator 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, values<sup>1</sup>, 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.

<sup>1</sup> See website: [www.anfen.mu](http://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.

### **Safeguarding Commitment**

Safeguarding children, adolescents, and vulnerable individuals is a priority for ANFEN. All successful candidates will be subject to a rigorous selection process, in accordance with our "Politique de Sauvegarde de l'Enfant", to ensure a safe and protective environment for our beneficiaries.

### **Are You Up for the Challenge?**

#### **At ANFEN, our work culture is built on:**

- Inclusion
- Difficult conversations
- A Growth Mindset<sup>2</sup>
- 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

<sup>2</sup> **Growth Mindset**, The power of believing that you can improve | Carol Dweck:  
[https://www.youtube.com/watch?v=\\_X0mgOOSpLU](https://www.youtube.com/watch?v=_X0mgOOSpLU)



# WE ARE HIRING

## Psychosocial Coordinator

### Purpose of the Position

The Psychosocial Coordinator is responsible for coordinating, and organising psychosocial programmes, projects and services while ensuring effective teamwork, stakeholder collaboration, and programme quality.

### General requirements

- Relevant qualifications in Social Work, Psychology, or related field
- Minimum 3 years' experience in psychosocial and community-based work
- Experience in field-based community engagement required
- Position available on part-time or full-time basis
- 1-year contract, with possibility of extension

### Key Responsibilities

#### Programme Coordination & Administration

Coordinate psychosocial programs and activities

Maintain programme documentation, reports, and records

Assist with planning, monitoring, and reporting of programme activities

Ensure policies and procedures are implemented effectively

Ensure the psychosocial team receives appropriate monthly clinical supervision.

#### Training & Development

Assist in developing training materials and course content

Coordinate trainers, schedules, and participant registrations

Organise and facilitate training sessions and workshops

#### Team Leadership & Collaboration

Coordinate and support the psychosocial team

Work closely with multidisciplinary teams and stakeholders

**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](mailto: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](http://www.anfen.mu)