



NELSON MANDELA CENTRE FOR AFRICAN CULTURE TRUST FUND

UNDER THE AEGIS OF THE MINISTRY OF ARTS AND CULTURE

SCHEME OF SERVICE

Organisation : Nelson Mandela Centre for African Culture Trust Fund (ACC)

Post : Handy Worker (*Semi-skilled*)

Salary : Rs 12750 x 260 – 14050 x 275 -15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 -
21950 x 625 - 22575 (NMCAC 2)

Effective Date: 27th April 2018

Qualification : By selection from among candidates who-

- (i) possess the Certificate of Primary Education; and
- (ii) have a good knowledge in the handling of audio visual equipment

Candidates should produce written evidence of knowledge claimed.

NOTE

In the absence of candidates possessing the Certificate of Primary Education, consideration will be given to candidates who show proof of being literate.

Duties

- (i) To give general assistance in the operation of public address equipment on all occasions where the equipment of the Centre is required.
- (ii) To open and close the office.
- (iii) To clean and maintain the physical environment of office and premises at a good standard.
- (iv) To assist in the recording of artistic and cultural performances.
- (v) To handle, carry, pack, load and unload stores items, goods and other materials.
- (vi) To assist for despatch and posting of letters.
- (vii) To perform such other duties directly related to the main duties listed above to the delivery of the output and results expected from the Handy Worker (Semi-Skilled) in the roles ascribed to him according to his posting as may be assigned by the Director.

NOTE:

Handy Worker (Semi Skilled) will be required to put in 40 hours of work weekly and, whenever required, to work outside normal hours, on Saturdays, Sundays and Public Holidays.