



**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: 27<sup>th</sup> 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.