



**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** : Administrative Secretary

**Salary** : Rs25525 x 775 – 32500 x 925 – 37125 x 1225 - 40800 x 1525 – 49950 x 1625 – 56450 (NMCAC 11)

Effective Date: 27<sup>th</sup> April 2018

**Qualification** : A. A Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings or a General Certificate of Education “Ordinary Level” with Passes not below Grade C in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings.

**Note :**

Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at “Principal Level” and one subject at “Subsidiary Level” as well as the General Paper obtained on one Certificate at the Cambridge Higher School Certificate Examinations.

- B. A Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level”.
- C. A degree in Management or Business Administration from a recognised institution or equivalent qualification acceptable to the Board.
- D. Candidates should:-
- (i) reckon at least three years’ experience in administrative/managerial duties;
  - (ii) possess good interpersonal and communication skills;
  - (i) have good verbal and written communication skills;
  - (ii) possess a critical and analytical mind and have a multi-disciplinary approach to problem-solving; and

- (iii) have potential and ability to command and lead others, to promote team work and exercise authority.

**Role &**

To provide administrative support to the Director in designing, formulating and implementing policies of the organisation.

**Responsibilities**

**Duties**

1. To assist the Director in the control and management of day to day business of the Fund.
2. To deal with administrative and personnel matters and prepare reports, as and when required.
3. To act as Secretary to the Board and other committees set up by the Board, as and when required.
4. To represent Nelson Mandela Centre for African Culture Trust Fund in negotiation with other organisations, departments, outside interests and members of the public.
5. To assist in:
  - (i) the implementation of policies with regard to the activities of the Nelson Mandela Centre for African Culture Trust Fund;
  - (ii) the preparation of staff development programmes; and
  - (iii) the promotion of staff welfare.
6. To promote and participate actively in programmes aiming at enhancing organizational efficiency and effectiveness.
7. To deal with matters relating to tenders and contracts.
8. To make arrangements for office accommodation, furniture, equipment, insurance, leasing and property maintenance.
9. To be responsible for the preparation of the Annual Report.
10. To ensure that the Nelson Mandela Centre for African Culture Trust Fund obtains value for money in all its operations.
11. To use ICT in the performance of his duties.
12. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Administrative Secretary in the roles ascribed to him.

**Note:**

The Administrative Secretary may be required to work outside normal working hours.