



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 : Events Management Officer

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

Effective Date: 27th April 2018

Qualification :

A. A Cambridge Higher School Certificate or Passes in at least two subjects obtained on one Certificate at the General Certificate of Education “Advanced Level” or an equivalent qualification acceptable to the Board.

B. A degree from a recognised institution in one of the following fields:

- Communication and Cultural Studies;
- Sociology;
- Psychology
- Music;
- Dance;
- Performing Arts/Dramatic Arts/Creative Arts;
- Fine Arts;
- Film and Television/Screen Production; and
- Humanities

Or

An equivalent qualification from a recognised institution acceptable to the Board

Note

Qualification at A above should have been obtained prior to qualification at B above. However, candidates who, as at 30 June 2003, did not possess the qualification at A above will also be considered provided they hold:-

(a) A Cambridge School Certificate or passes obtained on one certificate at the General Certificate of Education “Ordinary Level” either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grad C in any one subject or an equivalent qualification acceptable to the Board; and

(b) A Master's Degree or a postgraduate diploma from a recognised institution in the fields at "B" above or an equivalent qualification acceptable to the Board.

C. Candidates should:-

- (i) demonstrate active interest in museums, art centres, artistic and cultural festivals and related areas;
- (ii) have good communication skills; and
- (iii) be computer literate.

Candidates should produce written evidence of experience/ knowledge claimed

To take all necessary measures to ensure that the artistic and cultural activities of the Centre be fully successful.

Role and

Responsibilities:

Duties

- : 1. To be responsible to the Director for the organisation, planning and coordination of National and International conferences, national and regional celebrations, cultural shows, exhibitions, programmes, seminars, workshops and other training activities and competitions at regional, national and international levels.
2. To liaise with governmental and non-governmental organisations in this connection.
3. To represent the Centre in negotiation with other organisations, departments, outside interests and members of the public.
4. To promote artistic, cultural activities, programmes and projects.
5. To implement Board policies in the field of arts and culture.
6. To use ICT in the performance of his duties.
7. To perform other such duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Events Management Officer in the roles ascribed to him.

Note

Events Management Officers will be required to work outside normal working hours and on Sundays and Public Holidays.