

NELSON MANDELA CENTRE FOR AFRICAN CULTURE TRUST FUND

VACANCY

Applications are invited from qualified candidates who wish to be considered for appointment for the following posts at the Nelson Mandela Centre for African Culture Trust Fund, a parastatal body falling under the aegis of the Ministry of Arts and Culture.

1. **Administrative Secretary**
2. **Events Management Officer**
3. **Driver/Handy Worker**
4. **Handy Worker (Semi Skilled)**

II AGE LIMIT

Candidates unless already in the service, should not have reached their **40th birthday for (1 & 2)** and **48th birthday for (3 & 4)** by the closing date for submission of applications.

III SALARY

1. ADMINISTRATIVE SECRETARY

The permanent and pensionable post carries salary in the scale: Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450 plus salary compensation at the approved rate.

2. EVENTS MANAGEMENT OFFICER

The permanent and pensionable post carries salary in the scale: Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450 plus salary compensation at the approved rate

2. DRIVER/HANDYWORKER

The permanent and pensionable post carries salary in the scale of: Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 - 23200 plus salary compensation at the approved rate

3. HANDYWORKER (Semi Skilled)

The permanent and pensionable post carries salary in the scale of: Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 - 22575 plus salary compensation at the approved rate

IV MODE OF APPLICATION

Qualified candidates should submit their applications on the prescribed form which may be obtained on the website of the Ministry of Arts and Culture (<http://culture.govmu.org>) **or** at the Reception Counter of the Nelson Mandela Centre, La Tour Koenig, Pointe aux Sables 11110 from Monday to Friday from 9 00 a.m. to 15 30 hrs.

NOTE:

1. Full details of the post and application form are available on the website of the Ministry of Arts and culture (<http://culture.govmu.org>) and at the seat of the Centre, La Tour Koenig, Pointe aux Sables.
2. The post applied should be clearly marked on the top left hand corner on the envelope

3. Applications should be submitted together with photocopies of all academic and professional certificates, equivalence of certificates (if any), evidence of work experience claimed and a copy of the National Identity Card.
4. Incomplete, inadequate or inaccurate filling of the application form may entail the elimination of the candidate.
5. The Nelson Mandela Centre for African Culture Trust Fund reserves the right:
 - (a) To convene only the best qualified candidates for interview; and
 - (b) Not to make any appointment as a result of this advertisement.

VI CLOSING DATE

Applications should reach the Director, Nelson Mandela Centre for African Culture Trust Fund, not later than 3 00 p.m. on **MONDAY 28TH MAY 2018**.

Nelson Mandela Centre for African Culture

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Pointe aux Sables 11110

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Date : **7th May 2018**