



NELSON MANDELA CENTRE FOR AFRICAN CULTURE TRUST FUND

UNDER THE AEGIS OF THE MINISTRY OF ARTS AND CULTURAL HERITAGE

SCHEME OF SERVICE

<u>Organisation</u>	: Nelson Mandela Centre for African Culture Trust Fund
<u>Post</u>	: Clerk/Word Processing Operator
<u>Salary</u>	: Rs16785 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 - 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 34825 (NMCAC 6) PRB 2021
<u>Effective Date</u>	: 29 th August 2018
<u>Qualification</u>	: 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 <u>or</u> 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 at the General Certificate of Education “Ordinary Level” provided that at one of the sittings, passes have been obtained 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 Grade C in any one subject

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”.

OR

Equivalent qualifications to A and B above acceptable to the Board.

- C. A certificate in typewriting at a speed of at least 25 words per minute from a recognised institution
- D. A certificate in Word Processing or Data Processing from a recognised institution.



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E. Candidates should –

- (i) possess good communication skills;
- (ii) have a positive attitude towards works; and
- (iii) have a general knowledge of national and international issues

Qualification at A above should have been obtained prior to qualification at B above.

Note 1:

Candidates not possessing qualification at C above will also be considered provided they can type efficiently at a speed of at least 25 words a minute. They will be required to undergo a test arranged by the Nelson Mandela Centre for African Culture Trust Fund.

Note 2:

Candidates not possessing qualification at D above will also be considered provided they show proof of being able to operate a computer and use word processing and data processing packages.

Duties:

1. To perform clerical and word processing duties including, inter alia -

- (i) preparation, scrutiny and processing of documents and records;
- (ii) typing and collating a variety of general office correspondence and documents, according to competencies;
- (iii) maintain files of correspondence, forms, reports and other materials;
- (iv) receiving, sorting and processing of mail and preparing material for mailing;
- (v) photocopying reports and other documents and operating standard office machines such as telefax machine;
- (vi) carrying out word processing and data entry and updating information in a computer system; carrying out registry, simple finance, human resource and procurement and supply work, under supervision;
- (vii) assisting in administrative duties within the division/section/unit and providing general support to operational services;
- (viii) drafting of replies to simple correspondence;
- (ix) operating email services and carrying out secretarial duties, as and when required;



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- (x) effecting simple research on matters pertaining to the Centre and results thereof, as required; and
- (xi) keeping records regarding documents, books and magazines of the Centre and assisting users by providing relevant information, whenever required.

2. 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 Clerk/Word Processing Operator in the roles ascribed to him.

Certified Correct

Name:.....

Designation:.....

Date:.....