



NELSON MANDELA CENTRE FOR AFRICAN CULTURE TRUST FUND
UNDER THE AEGIS OF THE MINISTRY OF ARTS AND CULTURAL HERITAGE

NOTICE OF 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 Cultural Heritage.

1. Documentation Officer
2. Clerk/Word Processing Operator (C/WPO)

II AGE LIMIT

Candidates unless already in the public Sector should not have reached their 45th birthday by the closing date for submission of applications.

III SALARY

1. Documentation Officer

The permanent and pensionable post carries salary in the scale: Rs 23425 x 525 – 26050 x 675 – 27400 x 825 - 35650 x 900 – 37450 x 950 - 41250 [NMCCAC 7]

2. Clerk/Word Processing Operator (C/WPO)

The permanent and pensionable post carries salary in the scale: Rs 16785 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 [NMCCAC 6]

V 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 Cultural Heritage (<https://culture.govmu.org>) and on the website of Nelson Mandela Centre for African Culture Trust Fund (<https://mandelacentre.govmu.org>) **or** at the Reception Counter of the Nelson Mandela Centre for African Culture, 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 Cultural Heritage (<https://culture.govmu.org>), on the website of Nelson Mandela Centre for African Culture Trust Fund (<https://mandelacentre.govmu.org>) and at the seat of the Centre, La Tour Koenig, Pointe aux Sables.
2. The post applied for 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. **The onus for the submission of equivalence of qualification (if applicable) from the relevant authorities (Tertiary Education Commission or Mauritius Qualifications Authority) rests on the candidates. Applications will not be considered in case of non-submission of Equivalence Certificate, as appropriate, by the closing date.**
5. Application not made on the prescribed form will not be considered.
6. Incomplete, inadequate or inaccurate filing of the application form may entail the elimination of the candidate.
7. 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.

8. The Nelson Mandela Centre for African Culture is an Equal Opportunity Employer.

VI CLOSING DATE

Applications should reach the Director, Nelson Mandela Centre for African Culture Trust Fund, not later than 3.00 p.m local time on Tuesday 21st March 2023. Applications received after the specified closing date will **not** be considered.

Nelson Mandela Centre for African Culture
Nelson Mandela Street, La Tour Koenig,
Pointe aux Sables 11110
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Fax: 2341417
E-mail: nelson.mandela.centre@gmail.com
Date: 01st March 2023