



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 (NMCAC)
Post	Receptionist/Telephone Operator
Salary	Rs 15225 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 - 29875 [NMCAC 4]
Effective Date	29 th August 2018
Qualifications	<p>A. A Cambridge School Certificate with credit in English Language and French</p> <p style="text-align: center;"><u>Or</u></p> <p>Passes in at least five subjects and with at least Grade “C” in English Language and French obtained one certificate at the General Certificate of Education “Ordinary Level”</p> <p style="text-align: center;"><u>Or</u></p> <p>An equivalent qualification acceptable to the Board.</p> <p><u>Note:</u> 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.</p> <p>B. Candidates should be: -</p> <ul style="list-style-type: none"> • fluent in English and French; and • be computer literate. <p>Candidates should produce written evidence of knowledge claimed.</p>
Duties	<ol style="list-style-type: none"> 1. To operate the reception counter and the telephone switchboard (PABX) 2. To ensure that calls and messages are properly noted and communicated. 3. To assist visitors by providing information to them to facilitate their contact with officers of the Centre. 4. To maintain a register of visitors.



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	<ol style="list-style-type: none">5. To control access to the offices of the Centre.6. 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 incumbents in the roles ascribed to them according to their postings as may be assigned by the Director.
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