



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
Post	Research Officer
Salary	Rs 37290 x 925 – 39140 x 970 - 46900 x 1050 - 49000 x 1100 – 54500 x 1450 – 58850 x 1750 – 62350 x 1850 – 67900 x 1900 – 75500 x 2250 - 77750 [NMCAC 12]
Effective Date	29 th August 2018
Qualification	A. Cambridge Higher School Certificate or Passes in at least two subjects obtained on one Certificate at the General Certificate of Education “Advanced Level” <u>Or</u> an equivalent qualification acceptable to the Board. B. A degree in History or Geography or Architecture or Archaeology or Humanities from a recognised institution <u>Or</u> an equivalent qualification from a recognised institution acceptable to the Board. <u>Note:</u> Qualification at A above should have been obtained prior to qualification at B above. However, candidates who as at 30 June 2023, did not possess the qualification at A above, will also considered provided they hold – (a) A Cambridge School Certificate <u>or</u> 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 <u>or</u> (ii) in six subjects including English Language with at least Grade C in any one subject or an equivalent qualification acceptable to the Board; and (b) A Master’s Degree <u>or</u> a postgraduate diploma from a recognised institution in the fields listed at “B” above or an equivalent qualification acceptable to the Board. Qualification at (a) under “Note” should have been obtained prior to qualifications at B above and at (b) under “Note”.



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	C. Candidates should – (i) reckon at least four years' experience in the field of research; (ii) have good communication and interpersonal skills; and (iii) be computer literate. Candidates should produce written evidence or experience/knowledge claimed.
Role & Responsibilities	To assist in all matters relating to research work pertaining to African Culture of the Centre be fully successful.
Duties	1. To assist the Head, Documentation & Research in the performance of his duties. 2. To carry out archival work and research on issues pertaining to African Culture. 3. To transcribe data collection from field work. 4. To assist in (i) planning, organising and coordinating activities of the Research and Documentation Section and to liaise with Government and Non-Government organisations. (ii) the organisation of international and national conferences, seminars, workshops and other training activities. 5. To produce research reports and research briefs, as and when required. 6. To work in collaboration with research teams and to organise activities under the guidance and supervision of the Director. 7. To use ICT in the performance of his duties. 8. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Research Officer in the roles ascribed to him.