Nelson Mandela Centre for African Culture Trust Fund

Under the Aegis of the Ministry of Arts and Culture

PUBLIC ADVERTISEMENT 03 of 2026

Applications are invited from qualified candidates who wish to be considered for appointment as Clerk/Word Processing Operator at the Nelson Mandela Centre for African Culture Trust Fund (NMCAC), a parastatal body falling under the aegis of the Ministry of Arts and Culture.

I. Post: Clerk/Word Processing Operator

II. AGE LIMIT

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

III. QUALIFICATIONS: Candidates should: -

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 or 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.

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.

IV. SALARY:

Rs 25745 x 300 – 26945 x 320 – 28865 x 350 – 30965 x 400 – 31765 x 425 – 33040 x 560 – 35840 x 725 -37290 x 925 – 39140 x 970 – 45930 [NMCAC 6]

VI. 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;
(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.

Mode of Application

Application should be made on the prescribed form which may be downloaded from the link [http://mandelacentre.govmu.org] or may be obtained from the office of The Nelson Mandela Centre for African Culture Trust Fund La Tour Koenig, Pointe aux Sables,

Application Form together with copies of academic certificates should be addressed to the **Director,** The Nelson Mandela Centre for African Culture Trust Fund La Tour Koenig, Pointe aux Sables**.**

Closing Date

Applications should reach the **Director, The Nelson Mandela Centre for African Culture Trust Fund La Tour Koenig, Pointe aux Sables,** not later than **15 00 hours (local time)** on **Tuesday 3 November 2026.**

Applications received after the specified closing date and time will not be considered.

NOTE

- The NMCAC reserves the right not to make any appointment following this advertisement.
- The onus for submission of any equivalent qualification rests on the candidate.
- The NMCAC reserves the right to convene only the best qualified candidates for interview and does not bind itself to give any reason for rejection of an application.

The Nelson Mandela Centre for
African Culture Trust Fund
La Tour Koenig,
Pointe aux Sables,
Tel : 234 1416