



Nelson Mandela Centre for African Culture Trust Fund

Under the Aegis of the Ministry of Arts and Culture

PUBLIC ADVERTISEMENT 04 of 2026

Applications are invited from qualified candidates who wish to be considered for appointment Receptionist/Telephone 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: Receptionist/Telephone 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. A Cambridge School Certificate with credit in English Language and French

Or

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"

Or

An equivalent qualification acceptable to the Board.

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. Candidates should be: -

- fluent in English and French; and
- be computer literate.

Candidates should produce written evidence of knowledge claimed.

IV. SALARY:

Rs 23945 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 - 40110 [NMCAC 4]

VI. DUTIES

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.
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.

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**