

NATIONAL HERITAGE FUND

VACANCY FOR THE POST OF ADMINISTRATIVE SECRETARY

Applications are invited from qualified candidates who wish to be considered for appointment as Administrative Secretary at the National Heritage Fund, a statutory body under the aegis of the Ministry of Arts and Cultural Heritage.

II. Age Limit

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

III. Qualifications

Candidates should possess:

- A. A Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level”.
- B. A degree in Administration or Management from a recognized institution.

OR

Equivalent qualifications to A and B above acceptable to the Board.

- C. Candidates should also –
 - (i) reckon at least one year’s post qualification experience at senior/middle management level;
 - (ii) be computer literate;
 - (iii) possess good communication and interpersonal skills; and
 - (iv) be able to work in a team.

Note

Qualification at A above should have been obtained prior to qualification at B above. However, candidates who, as at 30 June 2003, did not possess the qualification at A above will also be considered provided they hold:

- (a) a Cambridge School Certificate or 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 or (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 or a postgraduate diploma from a recognized institution in one of the fields at B above or an equivalent qualification acceptable to the Board.

Qualification at (a) under 'Note' should have been obtained prior to qualification at B above and at (b) under 'Note'.

Candidates should produce written evidence of experience/knowledge claimed.

IV. Duties and Salary

1. To be responsible for the proper running of the Administrative/Human Resource Division of the National Heritage Fund.
2. To establish administrative and control procedures throughout the organization and to ensure compliance thereto.
3. To act as Secretary to the Board and ensure proper follow up action.
4. To liaise and undertake, on behalf of the National Heritage Fund, correspondence with Government and other Bodies on matters related to the legal and administrative business of the Board.
5. To deal with legal advisers and to arrange for the drafting of legal documents, as required.
6. To deal with matters relating to tenders and contracts.
7. To be responsible for the implementation of a Performance Management System in the organization.
8. To make arrangements for office accommodation, furniture, equipment, leasing and property maintenance.
9. To be responsible for the preparation of the Annual Report of the Fund.
10. To identify the training needs of employees and plan and organize training programs, as appropriate.
11. To make use of Information and Communication Technology in the performance of his duties.
12. 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 Administrative Secretary in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 27,400 x 825 – 35,650 x 900 – 37,450 x 950 – 42,200 x 1,300 – 46,100 x 1,575 – 49,250 x 1,650 – 54,200 x 1,700 – 62,700 a month plus salary compensation at approved rates.

V. Mode of Application

Interested and qualified candidates should submit their applications on the prescribed form available at the NHF Reception Counter or on our website (www.nhf.govmu.org/nhf/); together with copies of all relevant certificates and written evidence of experience claimed, specifying the position applied for on the top left-hand corner of the envelope to:

The Director,
National Heritage Fund,
4th Floor, Fon Sing Building,
Edith Cavell Street, Port Louis,
Mauritius

VI. Closing Date of Application

Applications should reach the Director, National Heritage Fund, 4th Floor, Fon Sing Building, Edith Cavell Street, Port Louis, not later than **02 May, 2024 at 15.30 hrs.** The envelope should be clearly marked “**Post of Administrative Secretary**” on the top left hand corner.

VII. Note

- (i) The NHF reserves the right to convene only the best qualified candidates for interview.
- (ii) The NHF reserves the right not to make any appointment as a result of this advertisement.
- (iii) Incomplete, inadequate or inaccurate filling of the application form may entail the elimination of the applicant.
- (iv) Applications received after the closing date will not be considered.

National Heritage Fund
4th Floor, Fon Sing Buidling
Edith Cavell Street
Port Louis

Date: 12 April, 2024