

NATIONAL HERITAGE FUND

VACANCY FOR THE POST OF CLERICAL OFFICER

Applications are invited from qualified candidates who wish to be considered for appointment as Clerical Officer 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. (i) 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
- (ii) 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. Candidates should:

- (i) be fluent in both written and spoken English;
- (ii) possess good communication and interpersonal skills;
- (iii) have a positive attitude towards work; and
- (iv) be computer literate.

Qualification at A above should have been obtained prior to qualification at B above.

Candidates should produce written evidence of experience/knowledge claimed.

IV. Duties and Salary

1. To perform the duties of a clerical nature such as-
 - (a) the preparation, scrutiny and processing of straightforward documents and records;
 - (b) the preparation of simple documents subject to check;
 - (c) arithmetical work;
 - (d) registry work;
 - (e) simple finance, establishment and stores work under supervision;
 - (f) the drafting of replies to simple correspondence; and
 - (g) simple data entry and updating of information in a computer system, as and when required.
2. To control a small sub-section of the fund.
3. To carry out pay and cashier duties, as and when required.
4. To perform microfilming.
5. To operate modern office equipment such as telefax machine and electronic photocopying machine.
6. To guide members of the public in Departments, as and when required.
7. To carry out simple research in connection with official documents.

8. To keep records regarding documents, books and magazines of the fund and to assist users by providing relevant information, whenever required.
9. To use ICT in the performance of his duties, as and when required.
10. 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 Clerical Officer in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 16,785 x 260 – 17,825 x 275 – 18,925 x 300 – 19,525 x 325 – 21,475 x 375 – 22,225 x 400 – 23,425 x 525 – 26,050 x 675 – 27,400 x 825 – 34,825 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 Clerical Officer**” 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