

NATIONAL HERITAGE FUND

VACANCY FOR THE POST OF HERITAGE TECHNICAL OFFICER

Applications are invited from qualified candidates who wish to be considered for appointment as Heritage Technical Officer at the National Heritage Fund (NHF), a statutory body under the aegis of the Ministry of Arts and Culture.

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 diploma from a recognized institution in one of the following subjects:

- (i) Archaeology
- (ii) History
- (iii) Architecture
- (iv) Anthropology
- (v) Heritage Studies
- (vi) Social Work

Or

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

C. Candidates should also –

- (i) demonstrate an active interest in the historical evolution of Mauritius and the Mauritian heritage;
- (ii) possess good communication and interpersonal skills; and
- (iii) be computer literate.

Experience in fieldwork and research is desirable.

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

Candidates should produce written evidence of knowledge/experience claimed.

IV. Duties and Salary

1. To assist in the identification, safeguard and management of tangible and intangible heritage.
2. To undertake research, carry out fieldwork and gather information on heritage issues.
3. To assist in the preparation of reports on projects related to heritage.
4. To assist in the enforcement of legislation relating to heritage.
5. To liaise with the Manager Technical Section and relevant authorities/bodies in respect of technical issues relating to heritage projects.
6. To make use of information and communication technology in the performance of his duties.
7. 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 Heritage Technical Officer in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 21,850 x 375 – 22,225 x 400 – 23,425 x 525 – 26,050 x 675 – 27,400 x 825 – 35,650 x 900 – 37,450 x 950 – 42,200 x 1300 – 46,100 x 1575 – 47,675 a month plus salary compensation at approved rates.

Note:

The Heritage Technical Officer will be required to work at staggered hours.

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); together with a comprehensive CV, 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 **Monday 16 June, 2025 at 15.30 hours.**

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 elimination of the applicant.
- (iv) Applications received after the closing date will not be considered.

National Heritage Fund
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12 Edith Cavell Street, Port Louis
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22 May 2025