

## 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 Culture.

#### II. Age Limit

Candidates, unless already in service, should not have reached their **40<sup>th</sup>** 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 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 14,050 x 275 – 15,150 x 300 – 15,750 x 325 – 17,700 x 375 – 19, 575 x 475 – 21, 950 x 625 – 23,200 x 775 – 30, 175 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 Office or on our website ([www.nhf.govmu.org](http://www.nhf.govmu.org)); together with a comprehensive CV, copies of all relevant certificates and written evidence of experience claimed to:

**The Officer-in-Charge,**  
National Heritage Fund,  
4th Floor, Fon Sing Building,  
Edith Cavell Street, Port Louis,  
Mauritius

## **VI. Closing Date of Application**

Applications should reach the Officer-in-Charge, National Heritage Fund, 4<sup>th</sup> Floor, Fon Sing Building, Edith Cavell Street, Port Louis, not later than **22 March 2018 at 16.00 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 elimination of the applicant.
- (iv) Applications received after the closing date will not be considered.

**National Heritage Fund**  
**4<sup>th</sup> Floor, Fon Sing Buidling**  
**Edith Cavell Street**  
**Port Louis**

**Date: 02 March 2018**