



## MAURITIUS MUSEUMS COUNCIL

*Mauritius Institute Building  
Chaussée. Port Louis*

### **NOTICE OF VACANCY**

Applications are invited from suitably qualified candidates who wish to be considered for appointment as **Administrative Secretary on contract basis for a period of six (6) months** in the Mauritius Museums Council.

**Qualifications:** A degree in Management or Administration from a recognized institution **or** an equivalent qualification acceptable to the Board.

At least five years' post-qualification experience in the field of administration and human resource management.

**Monthly Salary:** Rs 31,525 plus salary compensation at approved rates.

**Travelling Fee:** Bus fare at approved rates.

**Application Forms** and other details regarding qualifications, salary and duties for the above post are available at the Mauritius Museums Council, Mauritius Institute Building, Chaussée, Port Louis from Monday to Friday between 9.00 a.m. and 3.30 p.m. and same could also be downloaded from the website of the Mauritius Museums Council <http://www.mauritiusemuseums.mu>

**Closing date** for submission of applications is **Wednesday 5 October 2022 at 3.30 p.m.** Applications **not** made on prescribed form will **not** be considered.

The Mauritius Museums Council reserves the right **not to fill** the vacancy as a result of this advertisement. **Only** the best qualified candidates will be called for interview.

## **MAURITIUS MUSEUMS COUNCIL**

*Mauritius Institute Building, Chaussée, Port Louis*

### **Vacancy Circular**

Applications are invited from suitably qualified candidates who wish to be considered for appointment as **Administrative Secretary on a contract basis for a period of six (6) months** in the Mauritius Museums Council.

#### **Age Limit**

Candidates, unless already in the Public Service, should not have reached their 45<sup>th</sup> birthday by the closing date for the submission of application.

#### **Qualifications:**

**A.** A degree in Management or Administration from a recognised institution or an equivalent qualifications acceptable to the Board.

**B.** Candidates should-

- (i) reckon at least 5 years' post-qualification experience in the field of administration and human resource management;
- (ii) possess a good leadership, interpersonal and communication skills;
- (iii) have a high sense of responsibility, trustworthiness, discretion, tact, integrity and confidentiality;
- (iv) have the ability to meet tight deadlines;
- (v) be computer literate.

Candidates should produce written evidence of any experience/knowledge claimed.

#### **Role and Responsibilities:**

To provide administrative support to the Director General and Directors in the formulation and implementation of the policies of the organisation.

#### **Duties:**

1. To be in charge of the Administration Section of the Mauritius Museums Council and to be responsible for its day-to-day management.
2. To give general assistance and support to the Director-General, in the implementation of policies of the Council and follow-up of decisions of the Board.
3. To be responsible for
  - (i) human resource matters involving manpower planning, recruitment, appointment, promotion, retirement, fringe benefits, training and scheme of service;
  - (ii) industrial relations, discipline, occupational health and safety and staff welfare;  
and
  - (iii) security and insurance matters.
4. To act as Secretary of the Board and other committees.
5. To attend Court matters, as and when required.
6. To coordinate and supervise the work of staff working under his supervision.
7. To liaise with Heads of other sections on budgetary and financial matters.
8. To use ICT in the performance of his duties.
9. 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.

**Salary:**

At the flat rate of Rs 31,525 a month plus salary compensation at approved rates.

**Mode of Application:**

Application forms are available at the Mauritius Museums Council, Mauritius Institute Building, Chaussée, Port Louis from Monday to Friday between 9.00 a.m. and 3.30 p.m. and same could also be downloaded from the Mauritius Museums Council's Website <http://www.mauritiumuseums.mu>

**Closing Date:**

Application forms, **duly filled in, should be forwarded** to the Director, Mauritius Museums Council, Mauritius Institute Building, Chaussée, Port Louis not later than **3.30 p.m. on Wednesday 5 October 2022.**

**Note:**

1. Applications **not** made on prescribed form will **not** be considered. Incomplete, inadequate or inaccurate filling of the application form may entail elimination of the applicant.
2. The Mauritius Museums Council **reserves the right not to fill the vacancy** as a result of this advertisement. Only the **best qualified candidates** will be called for interview.
3. Please insert the word "Administrative Secretary" on the right hand side corner of your envelope.

**15 September 2022**

**MAURITIUS MUSEUMS COUNCIL**

**APPLICATION FORM**

**1.0** POST APPLIED FOR .....

**2.0 PERSONAL DETAILS**

2.1 Surname (*in block letters*) .....

2.2 Other Names (*in block letters*).....

2.3 Maiden Name (*if applicable*) .....

2.4 Title: (*Mr/Miss/Mrs*) ..... Marital Status: *Single/Married/Divorced*)

2.5 National Identity Card No. ....

2.6 Date of Birth..... Age .....

2.7 Residential Address.....

.....

2.8 Telephone Number: Residence..... Office..... Mobile .....

**3.0 EDUCATIONAL DETAILS**

<b>3.2 SECONDARY ORDINARY LEVEL</b> State whether Cambridge SC or GCE		<b>3.3 LONDON G.C.E (ORDINARY LEVEL)</b>	
<b>Subject</b>	<b>Grade</b>	<b>Subject</b>	<b>Grade</b>
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
<b>Result:</b>	<b>Aggregate:</b>		

<b>3.4 SECONDARY ADVANCED LEVEL</b>		<b>3.5 LONDON G.C.E (A LEVEL)</b>	
State whether Cambridge H.S.C. or Cambridge G.C.E. Year .....		Year ..... Month .....	
<b>Principal Subject</b>	<b>Grade</b>	<b>Advanced Subject</b>	<b>Grade</b>
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
<b>Subsidiary Subject</b>	<b>Grade</b>	<b>Ordinary Subject</b>	<b>Grade</b>
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....

**3.6 TECHNICAL AND VOCATIONAL QUALIFICATIONS**

Name of University/Examining Body .....

Country .....

Specify exact qualification obtained .....

Class/Division/level.....

**3.7 DIPLOMA QUALIFICATIONS (Below Degree Level)**

Name of University/Examining Body .....

Country .....

Specify exact qualification obtained .....

Class/Division/level.....

Duration of course/study: From ..... To .....

Subjects
.....
.....
.....
.....
.....
.....

**3.8 DEGREE/PROFESSIONAL QUALIFICATIONS**

Name of University/Examining Body .....  
Country .....  
Specify exact qualification obtained .....  
Class/Division/level.....  
Duration of course/study: From ..... To .....

Main Subjects	Subsidiary Subjects
.....	.....
.....	.....
.....	.....

**3.9 POST DEGREE QUALIFICATIONS**

Name of University/Examining Body .....  
Country .....  
Specify exact qualification obtained .....  
Class/Division/level.....  
Duration of course/study: From ..... To .....

Main Subjects	Subsidiary Subjects
.....	.....
.....	.....
.....	.....
.....	.....

**3.10 OTHER QUALIFICATIONS AS LAID DOWN IN THE ADVERTISEMENT**

.....  
.....  
.....

**4.0 EXPERIENCE AND SKILLS RELEVANT TO THE POST APPLIED FOR (attach documentary evidence).**

.....  
.....  
.....

**5.0 EMPLOYMENT HISTORY**

<u>Post</u>	<u>From</u>	<u>To</u>	<u>Name and Address of Employer</u>
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....

**6.0 OTHER DETAILS**

6.1 Have you ever been prosecuted before a court of law for any offence and subsequently found guilty? (If yes, give details).

.....  
.....  
.....

6.2 Have you ever resigned or been dismissed or retired from any previous employment on any grounds whatsoever? (If yes, give details).

.....  
.....  
.....

**7.0 DECLARATION**

I, ....., the undersigned applicant, declare that the particulars in the application form are true and accurate and that I have not willfully suppressed any material fact.

Date .....

Signature .....

**Note: Incomplete, inadequate or inaccurate filling of the application form may entail elimination of the applicant.**

Mauritius Museums Council  
Mauritius Institute Building  
Chaussée  
Port-Louis