



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** 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 42,050. However, for the year 2026 salary will be paid at a discounted rate of Rs 39,898

Travelling Allowance: Refund of bus fares 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 on the website of the Mauritius Museums Council <http://www.mauritiusemuseums.govmu.org>

Closing date for submission of applications is **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.

Date: March 2026.

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** in the Mauritius Museums Council.

Age Limit

Candidates, unless already in the Public Service, should not have reached their 45th 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 qualification 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:

Appointment in a temporary capacity in the grade carries salary at the flat rate of Rs 42,050 a month. However, for the year 2026 salary will be paid at a discounted rate of Rs 39,898

The Permanent and Pensionable post of Administrative Secretary carries salary in scale
**Rs42050x970-46900x1050-49000x1100-54500x1450-58850x 1750 - 62350 x 1850 - 67900
x 1900 - 75500 x 2250 - 86750**

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 on the Mauritius Museums Council's Website <http://www.mauritiusemuseums.govmu.org>

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. on2026.**

Note:

1. Applications **not** made on the 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. The words "Administrative Secretary" should be inserted on the top left hand side corner of the envelope.
4. Applications received after the closing date and time will **not** be considered.

Date: 2026

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

3.1 SECONDARY ORDINARY LEVEL		3.2 LONDON G.C.E (ORDINARY LEVEL)	
State whether Cambridge SC or GCE			
Subject	Grade	Subject	Grade
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Result:	Aggregate:		

3.7 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
.....	
.....	
.....	

3.8 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
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3.9 OTHER QUALIFICATIONS AS LAID DOWN IN THE ADVERTISEMENT

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

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5.0 EMPLOYMENT HISTORY

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

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

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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