

## **61. NELSON MANDELA CENTRE FOR AFRICAN CULTURE TRUST FUND**

- 61.1 The Nelson Mandela Centre for African Culture Trust Fund (NMCACTF) operates under the *aegis* of the Ministry of Arts and Culture and is managed by a Board of Trustees. Its mission is to disseminate African and Creole culture in all strata of the society.
- 61.2 At the NMCACTF a wide range of activities are organised, namely talks, debates, workshops, cultural shows. The NMCACTF has developed the scope of its actions and activities at national, regional and even international levels. Research and documentation consists of an important activity at the NMCACTF and the unit responsible for same has a collection of publications on slavery in the Indian Ocean Islands and other related documentations. A major research project conducted by the NMCACTF is the Genealogy Project which is of considerable interest for Mauritians wishing to trace their slave ancestry.
- 61.3 The organisation structure of the NMCACTF comprises four sections: Cultural Section; Documentation and Research Section; Administration Section; and Finance Section. The Director heads the organisation and manages its day-to-day activity with the support of technical, administrative and operational staff.
- 61.4 In the context of this review, the Management of NMCACTF made representations for new grades and on general conditions of service. We consider that the existing grades and levels are adequate for the NMCACTF to meet its mandate. However, we are making provision for the grade of Receptionist/Telephonist.

### **Receptionist/Telephonist (New Grade)**

- 61.5 With a view to coping with the increasing number of callers and visitors at the NMCACTF, we are creating a grade of Receptionist/Telephonist to respond to callers in an efficient manner, and guide and advise visitors on their needs.

### **Recommendation 1**

- 61.6 **We recommend the creation of a grade of Receptionist/Telephonist on the establishment of the NMCACTF. Appointment to the grade should be made by selection from among candidates possessing Cambridge School Certificate with credit in English language and French obtained on one certificate; and have fluency in English and French.**
- 61.7 Incumbent would be required, *inter alia*, to operate the reception counter and the telephone switchboard; ensure that calls and messages are properly noted and communicated; and maintain a register of visitors.

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SALARY SCHEDULE**

- NMCAC 1 :      Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950**  
Cultural Adviser  
Cultural Animator
- NMCAC 2 :      Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700  
x 375 – 19575 x 475 – 21950 x 625 – 22575**  
Handy Worker (Semi Skilled)
- NMCAC 3 :      Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700  
x 375 – 19575 x 475 – 21950 x 625 – 23200**  
Driver/Handy Worker
- NMCAC 4 :      Rs 12490 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700  
x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525**  
Receptionist/Telephonist (New Grade)
- NMCAC 5 :      Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700  
x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 27075**  
Audio Visual/Public Address Operator
- NMCAC 6 :      Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575  
x 475 – 21950 x 625 – 23200 x 775 – 30175**  
Clerk/Word Processing Operator
- NMCAC 7 :      Rs 21475 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 36200**  
Documentation Officer
- NMCAC 8 :      Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x  
925 – 37125 x 1225 – 38350**  
Confidential Secretary
- NMCAC 9 :      Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**  
Accounts Officer
- NMCAC 10 :     Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x  
1225 – 40800 x 1525 – 42325**  
Secretary's Assistant

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**NMCAC 11 : Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**

Administrative Secretary  
Events Management Officer  
Research Officer

**NMCAC 12 : Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**

Head, Documentation and Research

**NMCAC 13 : Rs 86000**

Director

