



VACANCIES NOTICE

AAPRAVASI GHAT TRUST FUND

The Aapravasi Ghat Trust Fund, a parastatal body under the aegis of the Ministry of Arts and Cultural Heritage is inviting applications from suitable qualified candidates for the posts of:

1. Management Support Officer
2. Heritage Guide/Public Outreach Officer

Interested candidates may visit the website of the Aapravasi Ghat Trust Fund on <http://aapravasi.gov.mu.org> for full information on the profile, duties and qualifications for the posts.

CLOSING DATE

Applications should reach the Director of the Aapravasi Ghat Trust Fund not later than 3.00 p.m on 25 August 2022.

MODE OF APPLICATION

- Applications should be submitted on the prescribed form obtainable at the seat of the Aapravasi Ghat Trust Fund, 15th Floor, Hennessy Court Building, Port-Louis and can also be downloaded from <http://aapravasi.govmu.org>.
- Qualified candidates should submit their applications on the mentioned address:

The Director

Aapravasi Ghat Trust Fund

15th Floor, Hennessy Court Building

Port-Louis

NOTE

- Applications received after the closing date and time will not be accepted.
- Incomplete and non – submission of the required documents may entail elimination from the selection exercise.
- The Aapravasi Ghat Trust Fund reserves the right:
 - to call for interview only the best qualified candidates; and
 - not to make any appointment as a result of this advertisement

Date: 12 August 2022

Aapravasi Ghat Trust Fund,
15th Floor, Hennessy Court Building
Port-Louis

ADVERTISEMENT

Aapravasi Ghat Trust Fund

Vacancy for the post of Management Support Officer

I. Applications are invited from qualified candidates who wish to be considered for appointment as Management Support Officer at the Aapravasi Ghat Trust Fund, a parastatal body falling under the aegis of the Ministry of Arts and Cultural Heritage

II. AGE LIMIT

Candidates should have reached their 18th birthday by the closing date for the submission of applications and unless already in the civil service or in the service of the parastatal organizations/statutory bodies, should not have reached their 40th birthday by that same date.

QUALIFICATIONS

A. A 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 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 anyone 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 also-

- (i) possess good communication skills;
have a positive attitude towards work;
- (ii) have a general knowledge of national and international issues
and
- (iii) be computer literate.

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

Candidates should produce written evidence of experience/knowledge claimed.

III. DUTIES & SALARY

1. To prepare, scrutinize and process of documents /cases;
2. To type and collate general office correspondence and documents, according to competencies;
3. To maintain files, forms, reports and other materials;
4. To receive, sort and process mail and to prepare material for mailing;
5. To photocopy reports and other documents and operate standard office equipment such as telefax machine;
6. To carry out word processing and data entry and to update information in a computer system;
7. To carry out registry, simple finance, human resource and procurement and supply duties under supervision;
8. To assist in administrative duties within the organisation and to provide general support to operational services;
9. To draft replies to simple correspondence;
10. To operate e-mail services, as and when required;
11. To effect simple research on matters pertaining to the organisation, as and when required;
12. To keep records regarding documents, books, magazines, reports, minutes of proceedings of the Aapravasi Ghat Trust Fund and to assist users by providing relevant information, whenever required;
13. To assist in duties relating to committees, organization of official functions training programmes and other activities;
14. To use ICT in the performance of his duties; and
15. 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 Management Support Officer in the roles ascribed to him.

Note

The permanent and pensionable post carries salary in scale Rs 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525– 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450

IV. MODE OF APPLICATION

1. Qualified candidates should submit their application on the prescribed form which may be obtained either on the website of the Aapravasi Ghat Trust Fund at <http://aapravasi.govmu.org> or at the desk of the Aapravasi Ghat Trust Fund, 15th Floor, Hennessy Court Building, Port-Louis along with photocopies of certificates.
2. The post applied for should be clearly marked on the top left corner on the envelope. Incomplete, inadequate or inaccurate filling of the application form may entail the elimination of a candidate.
3. The Aapravasi Ghat Trust Fund reserves the right:

- a) to convene only the best qualified candidates for interview; and
- b) not to make any appointment as a result of this advertisement.

VI CLOSING DATE

Applications should reach the Director of Aapravasi Ghat Trust Fund, 15th Floor, Hennessy Court Building, Port-Louis **not later than 3.30 pm on 25 August 2022**

VII NOTE

- (i) Applications not supported by copies of educational certificates will not be convened for interview.
- (ii) Qualifications obtained after the closing date will not be accepted.
- (iii) Applications not made on the prescribed form will be rejected.
- (iv) Applications received after the closing date will not be accepted.

Date:12 August 2022

Aapravasi Ghat Trust Fund,
15th Floor, Hennessy Court Building
Port-Louis

Aapravasi Ghat Trust Fund

Vacancy for the post of Heritage Guide/Public Outreach Officer

I. Applications are invited from qualified candidates who wish to be considered for appointment as Heritage Guide/Public Outreach Officer at the Aapravasi Ghat Trust Fund, a parastatal body falling under the aegis of the Ministry of Arts and Cultural Heritage

II. AGE LIMIT

Candidates should have reached their 18th birthday by the closing date for the submission of applications and unless already in the civil service or in the service of the parastatal organizations/statutory bodies, should not have reached their 40th birthday by that same date.

III. QUALIFICATIONS

A. A 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 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 anyone 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 also-

- (i) reckon at least two years' experience in the field of tourism or education or outreach programme;
- (ii) be computer literate;
- (iii) be fluent in English and French; and
- (iv) have good communication skills.

Knowledge of a third language is desirable.

Qualification at A above should have been obtained prior to qualification at B above
Candidates should produce written evidence of experience/knowledge claimed.

IV. DUTIES & SALARY

1. To perform guided visits of sites.]
2. To implement outreach programmes and promote the heritage sites in schools and the community at large, under the supervision of the Heritage Educator and the Curator.
3. To produce management reports.
4. To assist the Heritage Educator in the day-to-day visitor management on site
5. To liaise with community groups and other relevant authorities/ organisations.
6. To assist in educational activities including the dissemination of information for educational purposes.
7. To assist the Heritage Interpretation Manager in any matter which is relevant to the objectives of the World Heritage Site Management Plan and the objectives of the Aapravasi Ghat Trust Fund.
8. To assist in promoting the site.
9. To keep abreast of information regarding historical sites.
10. To use ICT in the performance of his duties.
11. 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 Guide/Public Outreach Officer in the roles ascribed to him.

Note

The Heritage Guide/Public Outreach Officer may be required to work outside normal working hours including Saturdays, Sundays and Public Holidays.

The permanent and pensionable post carries salary in scale Rs 17045 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 34825

V. MODE OF APPLICATION

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