

Conservatoire National de Musique François Mitterrand Trust Fund

PUBLIC ADVERTISEMENT No 1 of 2018

Vacancies for the post of Management Support Officer

Applications are invited from suitably qualified candidates who wish to be considered for appointment as Management Support Officer at the Conservatoire National de Musique François Mitterrand, a parastatal body falling under the aegis of the Ministry of Arts and Culture.

II. AGE LIMIT

Candidates, unless already in the service, should not have reached their **40th** birthday by the closing date for the submission of applications.

III. Qualifications:

1. 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 at “Advanced Level”.

OR

Equivalent qualifications to A and B acceptable to the Board.

C. Candidates should –

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

NOTE:

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

IV. **DUTIES AND SALARY:**

1. To prepare, scrutinise and process 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 materials 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 division/section/unit 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 Conservatoire, as and when required.
12. To keep records regarding documents, books and magazines of the Conservatoire National de Musique François Mitterrand, and to assist users by providing relevant information, whenever required.

13. To assist in duties relating to committees, organisation of official functions, training programmes and other activities.
14. To use ICT in the performance of his duties.
15. To work at the seat of the Conservatoire or at any of its branches, wherever the Conservatoire holds its activities.
16. 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 Management Support Officer in the roles ascribed to him/her.

The permanent and pensionable post carries salary in the scale **Rs** 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 - 32500 a month.

V. MODE OF APPLICATION

1. Interested and qualified candidates should submit their applications on the prescribed form available **either** at the seat of the Conservatoire National de Musique François Mitterrand Trust Fund (CNMFMTF) at Mgr. Murphy Avenue, Q Bornes or on the website of the Conservatoire National de Musique François Mitterrand Trust Fund at www.conservatoire.govmu.org.
2. Full details of the post and application form are available on the website of the Conservatoire National de Musique François Mitterrand (www.conservatoire.govmu.org).
3. The post applied for should be clearly marked on top left hand corner on the envelope. Incomplete, inadequate or inaccurate filling of the application form may entail the elimination of a candidate.
4. The Conservatoire National de Musique François Mitterrand 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

Application should reach the Director of the Conservatoire National de Musique François Mitterrand Trust Fund, Mgr, Murphy Avenue, Quatre Bornes **not later than 3.00 p.m on Wednesday 22nd August 2018.**

Date: 2nd August 2018

Conservatoire National de Musique,
François Mitterrand Trust Fund,
Mgr. Murphy Avenue,
Quatre-Bornes.