



UNDER THE AEGIS OF THE MINISTRY OF ARTS AND CULTURAL HERITAGE

SCHEME OF SERVICE	
<u>Organisation:</u>	Le Morne Heritage Trust Fund
<u>Post:</u>	Administrative Secretary
<u>Salary:</u>	Rs 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700 (MHTF 11) *Salaries will be aligned to the National Minimum Wage and Salary Compensation 2024
<u>Qualifications:</u>	<p>A. (i) A degree in Public Administration and / or Management from a recognized institution</p> <p style="text-align: center;">Or</p> <p>(ii) A Pass at the final examinations required for admission to the Associateship of the Institute of Chartered Secretaries and Administrators.</p> <p style="text-align: center;">Or</p> <p>An equivalent qualification to A(i) and A(ii) above acceptable to the Board.</p> <p>B. At least two years' post-qualification experience in administrative / managerial duties.</p> <p>C. Candidates should –</p> <p>(a) have good communication and interpersonal skills; and (b) be versatile and have the ability to adapt to different work situations.</p> <p><u>NOTE</u> Candidates should produce written evidence of experience claimed.</p>
<u>Duties:</u>	<ol style="list-style-type: none"> 1. To assist the Director in the formulation of the policies and execution of decisions of the Board and in the control and management of day to day business of the Fund. 2. To assist in the formulation and maintenance of proper administrative procedures throughout the organization. 3. To act as Secretary to the Board.

	<ol style="list-style-type: none">4. To prepare agenda, minutes and reports in connection with Board and Sub Committee meetings and to ensure follow up action.5. To liaise, on behalf of the Le Morne Heritage Trust Fund, with Government and other bodies on matters related to the legal and administrative business of the Board and the Fund.6. To deal with legal advisers and arrange for the drafting of legal documents as required.7. To deal with matters relating to tenders and contracts.8. To make arrangements for office accommodation, furniture, equipment, insurance, leasing and property maintenance.9. To be responsible for the preparation of the Annual Report.10. To identify and plan the training of officers under his supervision.11. To be responsible for training of staff.12. To assist in the implementation of a Performance Management System in the organization.13. To use ICT in the performance of his duties.14. 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.
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