



LE MORNE  
HERITAGE TRUST FUND

UNDER THE AEGIS OF THE MINISTRY OF ARTS AND CULTURAL HERITAGE

Royal Road, Coteau Raffin

9<sup>th</sup> Floor, Suite 9006, Hennessy Court Ltd, Port-Louis.

Tel: 451 5759/5799, 214 2830; Fax: 451 5765;

Email: [lemorneheritage2@gmail.com](mailto:lemorneheritage2@gmail.com)

Website: <https://lemorneheritage.govmu.org/>

## NOTICE OF VACANCIES

Le Morne Heritage Trust Fund, set up under the Le Morne Heritage Trust Fund Act 2004 (No. 10 of 2004), is a parastatal body operating under the aegis of the Ministry of Arts and Cultural Heritage.

Applications are invited from suitably qualified candidates who wish to be considered for the following posts on **permanent and pensionable establishment**:

### 1. POST: ADMINISTRATIVE SECRETARY

**SALARY SCALE:** 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)  
*Please refer to Note (h) below.*

### QUALIFICATIONS & EXPERIENCE

A. (i) A degree in Public Administration and / or Management from a recognised institution

**OR**

(ii) A Pass at the final examinations required for admission to the Associateship of the Institute of Chartered Secretaries and Administrators.

**OR**

An equivalent qualification to A(i) and A(ii) above acceptable to the Board.

B. At least two years' post-qualification experience in administrative / managerial duties.

C. Candidates should –

- (a) have good communication and interpersonal skills; and
- (b) be versatile and have the ability to adapt to different work situations.

### **NOTE**

Candidates should produce written evidence of experience claimed.

### AGE LIMIT

Candidates, unless already in the Public Sector, should **not** have reached their **45<sup>th</sup>** birthday by the closing date for the submission of applications.

**2. POST: ACCOUNTING TECHNICIAN**

**SALARY:** Rs 23950 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 41250 QB 42200 x 1300 - 46100 x 1575 - 49250 x 1650 – 50900 (MHTF 10) *Please refer to Note (h) below.*

**QUALIFICATIONS:** D. A Cambridge Higher School Certificate with passes in Mathematics or Accounting obtained on one certificate or Passes in at least two subjects including Mathematics or Accounting obtained on one certificate at the General Certificate of Education “Advanced Level”;

E. Passes in papers F1, F2 and F3 of the ACCA Fundamentals (Knowledge) and any other four papers of the ACCA Fundamentals (Skills);

**Or**

Equivalent qualifications to A and B Above acceptable to the Board.

F. Candidates should also –

- (c) Reckon at least two years’ experience in financial duties;
- (d) Possess good communication and interpersonal skills; and
- (e) be computer literate.

**Note:** To cross the Qualification Bar (QB) in the salary scale, Accounting Technician must complete the ACCA Fundamentals Examinations or possess an equivalent qualification acceptable to the Board.

Qualification at A should have been obtained prior to Qualification at B.

Candidates should produce written evidence of experience / knowledge claimed.

**AGE LIMIT**

Candidates, unless already in the Public Sector, should **not** have reached their **45<sup>th</sup>** birthday by the closing date for the submission of applications.

**3. POST: SURVEILLANTS (formerly Security Guard)**

**SALARY SCALE:** Rs 14475 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 – 23425 (MHTF 2) *Please refer to Note (h) below.*

**QUALIFICATIONS & EXPERIENCE:** By selection from among candidates who:

- (a) possess the Certificate of Primary Education;
- (b) are able to speak and write simple English and French; and
- (c) have a good physique with Body Mass Index (BMI) values ranging between 18.50 and 24.99.

**Note**

Candidates not possessing the Certificate of Primary Education would also be considered provided they can show proof of being

literate.

## **AGE LIMIT**

Candidates, unless already in the Public Sector, should **not** have reached their **48<sup>th</sup>** birthday by the closing date for the submission of applications.

## **II. MODE OF APPLICATION**

The Notice of Vacancies and the **LMHTF Application Form** as well as other details regarding qualifications, duties, etc. are available for download on the website of the Le Morne Heritage Trust Fund (<https://lemorneheritage.govmu.org/>) and on the website of the Ministry of Arts and Cultural Heritage (<https://ministry1.govmu.org/mach/>). The **LMHTF Application Form** may also be obtained at the Reception Counter of the Le Morne Heritage Trust Fund offices, either at 9<sup>th</sup> Floor, Suite 9006, Hennessy Court Ltd, Cnr Pope Hennessy and Suffren Streets, Port Louis **or** at Royal Road, Coteau Raffin from **Mondays to Fridays** from **9.00 hours to 15.30 hours**.

Qualified candidates should submit their application on the **Prescribed LMHTF Application Form** together with Curricula Vitae, Certificate of Character and copies of academic certificates should be forwarded by **registered post** to:

**The Director  
Le Morne Heritage Trust Fund  
9<sup>th</sup> Floor, Suite 9006, Hennessy Court Ltd  
Cnr Pope Hennessy and Suffren Streets  
Port Louis**

The post applied for should be clearly marked on the top left-hand corner of the envelope.

## **III. CLOSING DATE**

The closing date for submission of the application is not later than **15.00 hrs** on **Thursday 4 July 2024**.

Applications received after the closing date and time will **not** be considered.

### **NOTE:**

- a) Candidates should attach documentary evidence of qualifications and work experience claimed failing which consideration would not be given to the application.
- b) The onus for submission of any equivalent qualification rests on the candidate.
- c) Applications received by email/fax will **not** be considered.
- d) Applications **not** made on the prescribed form will **not** be considered.
- e) The Le Morne Heritage Trust Fund reserves the right **not** to make any appointment following this advertisement.
- f) The Le Morne Heritage Trust Fund reserves the right to convene only the best qualified candidates for interview and does not bind itself to give any reason for rejection of an application.
- g) The place of employment for posts 1 and 2 is at our offices found in Port Louis and Le Morne village. For post 3, the place of employment is at the Le Morne Cultural Landscape, in Le Morne.
- h) Salaries will be aligned to the National Minimum Wage and Salary Compensation 2024.

**Date: 21 June 2024**