



Islamic Cultural Centre

VACANCY FOR POST OF HADJ/PROGRAMME OFFICER

Applications are invited from qualified candidates who wish to be considered for appointment as **Hadj/Programme Officer** at the Islamic Cultural Centre (ICC) Trust Fund, a parastatal body operating under the *aegis* of the Ministry of Arts and Culture.

I. AGE LIMIT

Candidates should have reached their **18th** birthday but should not have reached their **45th** birthday by the closing date for the submission of application.

II. QUALIFICATIONS

- A. Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained on one certificate; **or** Passes not below Grade C in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained on one certificate at the General Certificate of Education “Ordinary Level” **or** an equivalent qualification acceptable to the Board.

Note 1:

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. Proven experience in organizing socio-cultural programmes.
C. Experience in Hadj/Umrah, artistic, cultural and social activities.
D. Possess good organizing and interpersonal skills.
E. Knowledge in Urdu and/or Arabic.

III. DUTIES

1. To organize and monitor overall Hadj activities in Mauritius and Saudi Arabia, including registration and training of future Hadjis.
2. To liaise with future Hadjis, Imams, Mutawallis and Muassassah offices in Mecca and Madinah on behalf of the Centre.
3. To assist in:
 - a) the presentation and organization of artistic and cultural programmes, shows and similar functions at regional, national and international levels; and

- b) the organization of seminars, conferences and other training activities and competitions at regional, national and international levels.
4. To keep records, prepare and submit progress reports and returns on hadj and other socio-cultural activities.
 5. To perform other such duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Hadj/Programme Officer in the roles ascribed to him/her.

Note:

The Hadj/Programme Officer may be required to work outside normal working hours and also during week-ends and public holidays.

IV. SALARY

Selected candidate will, in the first instance, be appointed in a temporary capacity. He/she will, subject to satisfactory service, be offered appointment in a substantive capacity as and when vacancy occur.

The permanent and pensionable post carries salary in scale **Rs 29,215 x 350– 30,965 x 400 – 31,765 x 425 – 33,040 x 560 – 35,840 x 725 – 37,290 x 925 – 39,140 x 970 – 46900 x 1050 - 49000 (PRB 2026)**, a month. Appointment in a temporary capacity carries salary at the flat rate of **Rs 29,215** a month.

However, for the the year 2026, selected candidate will draw the corresponding discounted salary of **Rs 27,352** as specified at Row 3 of the Consolidated Master Conversion Table Circular in the Annex to the Ministry of Public Service and Administrative Reforms Circular Letter No. 3 of 2016.

V. MODE OF APPLICATION

Qualified candidates should submit their applications on the prescribed Application Form which may be obtained at the **Reception Desk of the Islamic Cultural Centre (ICC) Trust Fund, La Paix Street, Port Louis.**

IMPORTANT

1. Candidates should produce written evidence of knowledge claimed.
2. Applications **not** made on the prescribed form will **not** be accepted.
3. Incomplete and non-submission of the required documents may entail elimination of the candidate from the selection exercise.
4. The ICC Trust Fund reserves the right to:
 - convene **only** the best qualified candidates for interview; and
 - not to make any appointment following this advertisement.

VI. CLOSING DATE

The duly filled in Application Form together with photocopies of academic qualifications, evidence of experience and other relevant documents in a sealed envelope clearly marked with its respective reference above on top left-hand corner should reach **The Officer in Charge, Islamic Cultural Centre Trust Fund, Port Louis**, not later than **15 00 hrs** (local time) on **9 March 2026**. Application Forms received **after** the specified closing date and time will **not** be considered.

Date: 13 February 2026

**Islamic Cultural Centre Trust Fund
PORT LOUIS**