



Islamic Cultural Centre

VACANCY FOR POST OF HANDY WORKER (MULTI-SKILLED)

Applications are invited from qualified candidates wish to be considered for appointment as **Handy Worker (Multi-Skilled)** 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 **48th** birthday by the closing date for the submission of application.

II. QUALIFICATIONS

- A. The Certificate of Primary Education or the Primary School Leaving Certificate.
- B. The National Trade Certificate (Level 3) or the National Certificate (Level 3) awarded jointly by the Mauritius Examination Syndicate and the Mauritius Institute of Training and Development or an equivalent qualification acceptable to the ICC Trust Fund, in any one of the following trades:-
- Electrical/Electrical Installation Works
 - Plumbing and Pipe Fitting/Plumbing
 - Painting
 - Masonry or Building Construction and/or Maintenance
- C. Reckon at least two years' relevant experience in any one of the trades mentioned above.

Candidates should produce written evidence of experience claimed.

III. DUTIES

1. To carry out minor electrical, mechanical, plumbing and pipefitting, carpentry, cabinet making, masonry, painting and welding works at the ICC Trust Fund.
2. To undertake general repairs and maintenance works for wooden, metal and concrete structures.
3. To assemble and disassemble office furniture and other equipment, as and when required.
4. To provide general assistance on sites of work.
5. To keep clean and in good working condition all tools and equipment of the trades and ensure that same are judiciously used.
6. To wash water tanks.

7. To clean the roof of buildings to prevent accumulation of water and trim branches from trees.
8. To assist in securing all buildings and equipment on premises in case of adverse weather conditions, under the supervision of the Administrative Secretary.
9. To fix sign boards as per instructions.
10. 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 Handy Worker (Multi-Skilled) in the roles ascribed to him/her.

NOTE:

Handy Workers (Multi-Skilled) may be required to work outside normal working hours including Saturdays, Sundays, Public Holidays and officially declared cyclone days.

IV. SALARY

The permanent and pensionable post carries salary in scale **Rs 25,145 x 300 – 26,945 x 320 – 28,865 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 – 40,110** a month.

Selected candidate will, in the first instance, be appointed in a temporary capacity and will draw a flat salary at the discounted rate of **Rs 23,318** a month. After one year continuous service, he/she will, subject to satisfactory service, be confirmed in his/her appointment and be placed on the permanent and pensionable establishment.

V. MODE OF APPLICATION

Qualified candidates should submit their applications on the prescribed Application Form available on ICC website and which may also be obtained at the **Reception Desk of the Islamic Cultural Centre (ICC), 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 application and non-submission of the required documents may entail elimination of the candidate from the selection exercise.
4. Preference will be given to candidates residing in the region and vicinity of Port Louis.
5. 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 the National Identity Card, birth and educational certificates, evidence of experience and other relevant documents in a sealed envelope clearly marked **HANDY WORKER (MULTI-SKILLED)** on the top left hand corner, should reach **The Director, Islamic Cultural Centre Trust Fund, Port Louis**, not later than **15 00 hours** (local time) on **Monday 23 March 2026**. Application Forms received **after** the specified closing date and time will **not** be considered.

Date: 23 February 2025

**Islamic Cultural Centre
PORT LOUIS**