

80. NELSON MANDELA CENTRE FOR AFRICAN CULTURE TRUST FUND

- 80.1 Established under the Nelson Mandela Centre for African Culture Trust Fund (NMCACTF) Act No. 5 of 2000 (subsequently amended in 2013), the NMCACTF is mandated, *inter alia*, to: collect, publish and disseminate information with respect to the African and Creole arts and culture; organise lectures, seminars, workshops and exhibitions; finance projects for the benefit of descendants of slaves; and conduct sensitisation campaigns to motivate relevant stakeholders locally and internationally.
- 80.2 Its vision of converting the awareness of the African and Creole Culture into a strong sense of belonging is translated through a panoply of activities *viz* talks, debates, workshops and cultural shows. In the furtherance of its functions, the Fund has, since October 2021, opened an art gallery, known as 'The Lespas Lar', to provide an opportunity to contemporary artists from diverse background to exhibit their artworks.
- 80.3 Activities of the Fund are organised under four Units namely Research and Documentation, Administration, Finance and Cultural. A Director is responsible for the execution of the policy of the Board. With the support of technical, administrative and operational staff, he controls and manages the day-to-day business of the Fund.
- 80.4 For this Report, Management's proposal was centered precisely on the creation of additional levels namely Curator, Marketing/Public Relations Officer, Management Support Officer, Procurement and Supply Officer and Assistant Procurement and Supply Officer.
- 80.5 All the submissions have been examined and wherever it was not technically possible to accede to the requests, Management was so informed during meeting and provided with the relevant justifications. For a smoother functioning of the Fund, Management was advised to fill vacant posts. With a view to enabling the Fund to better achieve its objectives, we are in this Report, consolidating the existing structure through the creation of a few levels.

Curator (New Grade)

- 80.6 In support of its representation for the creation of a grade of Curator, Management has averred that presently such services are being hired for each art exhibition. Management has further stressed that this practice would be unsustainable and impractical in the long run. Consequently, a request was made for the creation of the said grade on the establishment of the NMCACTF. Having regard to the functional importance of the Fund as well as the strategic objectives of the 'Lespas Lar', the Bureau considers that the proposal of Management for the creation of this level is justified. We are, therefore, recommending accordingly.

Recommendation 1

- 80.7 **We recommend the creation of a grade of Curator. Appointment thereto should be made by selection from among candidates possessing a Degree in Fine Arts or Performing Arts or Heritage Studies or History or Archaeology or Anthropology or an equivalent qualification.**
- 80.8 Incumbent would be required, *inter alia*, to: be responsible for the day-to-day administration of the 'Lespas Lar', all artworks of the NMCACTF and to promote them at national level, and the academic interpretation, storage, security and care of collection and exhibitions; participate in the planning, design and supervision of exhibitions by undertaking research and selective materials/artworks; maintain the Register of artworks/objects; respond to public enquiries on the Collections and Exhibitions; carry out research, cataloguing and documentation; organise, document and co-ordinate all aspects of borrowing and lending of artworks/objects; and train staff.
- 80.9 In the performance of his duties, the incumbent would also be required to work outside normal working hours including Saturdays, Sundays and Public Holidays. **These elements have already been considered in arriving at the salary recommended for the grade.**

Assistant Procurement and Supply Officer (New Grade)

- 80.10 Management has submitted that in view of the increase in the volume of procurement activities especially with the launch of the 'Lespas Lar', there is need for dedicated grades to ensure its smooth running. Considering the extent of procurement activities devolving on the organisation, the Bureau is providing a grade of Assistant Procurement and Supply Officer which would meet the organisation's requirement.

Recommendation 2

- 80.11 **We recommend the creation of a grade of Assistant Procurement and Supply Officer. Appointment thereto and the duties should be in line with the recommendations made in the Chapter on Observations and General Provisions of this Volume.**

Management Support Officer (New Grade)

- 80.12 The support staff comprises the grade of Clerk/Word Processing Operator to perform clerical and secretarial duties. With an expansion in the activities of the organisation, Management has reported that the need is felt for a supervisory level. In examining the request, the Bureau considers that a grade of Management Support Officer would further strengthen the structure, enabling it to deliver effectively and efficiently. We are, thus, making an appropriate recommendation in this direction.

Recommendation 3

80.13 We recommend the creation of a grade of Management Support Officer. Appointment thereto and the duties should be in line with the recommendations made in the Chapter on Observations and General Provisions of this Volume.

Events Management Officer

80.14 Management has apprised that the Fund is envisaging to have a Souvenir Shop which would be at the disposal of the public. Hence, a request was made for the creation of a grade of Marketing/Public Relations Officer to effectively promote and raise awareness about the various activities and initiatives of the organisation. After perusing the proposed scheme of service and the existing structure of the Fund, the Bureau concludes that, in lieu of a new position, it would be more appropriate to enlarge the duties of the existing grade of Events Management Officer. We are recommending accordingly as well as providing an incentive for incumbent in post.

Recommendation 4

80.15 We recommend that Management should promptly amend the scheme of service of the grade of Events Management Officer by enlarging its duties to include, among others, to: develop and coordinate the marketing activities and programmes related to management of visitors and the promotion of the Fund and its Gallery, Lespas Lar; coordinate and develop the creation of products for the Gallery, Lespas Lar and other related goods for the organisation under the supervision of the Director; and ensure the proper management of visitors at the Fund and the Gallery, Lespas Lar.

80.16 We further recommend that the Events Management Officer in post as at 31 December 2025, should be granted one additional increment at salary point reached in the salary scale, subject to the top salary, as from the date the incumbent effectively starts performing the additional duties.

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SALARY SCHEDULE**

NMCAC 1 : Rs 29215 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840
Cultural Adviser
Cultural Animator

NMCAC 2 : Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 36565
Handy Worker (Semi Skilled)

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NMCAC 3 : Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290

Driver/Handy Worker

NMCAC 4 : Rs 23945 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 40110

Receptionist/Telephone Operator

NMCAC 5 : Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 42050

Audio Visual/Public Address Operator

NMCAC 6 : Rs 25745 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 45930

Clerk/Word Processing Operator

NMCAC 7 : Rs 28225 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000

Management Support Officer (New Grade)

NMCAC 8 : Rs 29215 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000

Assistant Procurement and Supply Officer (New Grade)

NMCAC 9 : Rs 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 53400

Documentation Officer

NMCAC 10: Rs 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950

Confidential Secretary

NMCAC 11: Rs 34160 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950

Accounts Officer

NMCAC 12 : Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750

Administrative Secretary
Curator (New Grade)
Events Management Officer
Research Officer

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**NMCAC 13 : Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900
x 1900 - 75500 x 2250 - 86750**

Head, Documentation and Research

NMCAC 14 : Rs 118000

Director

