

# Islamic Cultural Centre

La Paix Street, Port Louis, Mauritius. Tel : 240 2360, 240 2328 Fax : 240 2423, E-mail : iccmnius@intnet.mu

## VACANCY

Applications are invited from suitably qualified candidates for the post of:

## DIRECTOR

**Organisation:** Islamic Cultural Centre

**Post :** Director

**Salary:** Rs 37, 000 x 1, 000 – 39, 000

**Qualifications:**

A. A Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level”

B. A degree from a recognized institution in one of the following fields:

- (i) Arts
- (ii) Humanities
- (iii) Social Science

C. A post-graduate qualification from a recognised institution in one of the fields mentioned at B above.

### OR

Equivalent qualifications to A, B and C above acceptable to the Board

D. At least three years’ experience in modern teaching techniques, research and communications.

E. Candidates should have:-

- (i) good leadership qualities as well as good managerial, interpersonal and communication skills;
- (ii) a knowledge of Islamic Studies, Arabic or Urdu and Literature; and a good command of English and French

Association with Islamic organizations engaged in social and cultural activities is desirable.

Candidates should provide written evidence of experience claimed.

**Duties:**

1. To be the administrative head of the Islamic Cultural Centre
2. To be responsible for the execution of the policy of the Board and for the control and management of the Islamic Cultural Centre
3. To be responsible to the Board for all matters pertaining to administration, activities, finance and projects of the Islamic Cultural Centre.
4. To develop contacts and working relationships with local and international organizations with similar aims to further the goals and objectives of the Islamic Cultural Centre
5. To prepare policy proposals for the Islamic Cultural Centre Trust Fund Board
6. To draw up strategies and programmes in consonance with the aims and objectives of the Islamic Cultural Centre.
7. To serve as an ex-officio member of the Board.
8. To perform such cognate duties as may be assigned.

**Application**

- Closing date for the submission of applications: 30<sup>th</sup> April, 2008.
- Full C.V and copies of education certificates should accompany each application.
- The Board reserves the right not to make any appointment as a result of this advertisement.

Secretariat  
La Paix Street, Port Louis  
02.04.08