



NATIONAL ARTS COUNCIL
Department Functions Manual

NATIONAL ARTS COUNCIL STRUCTURE

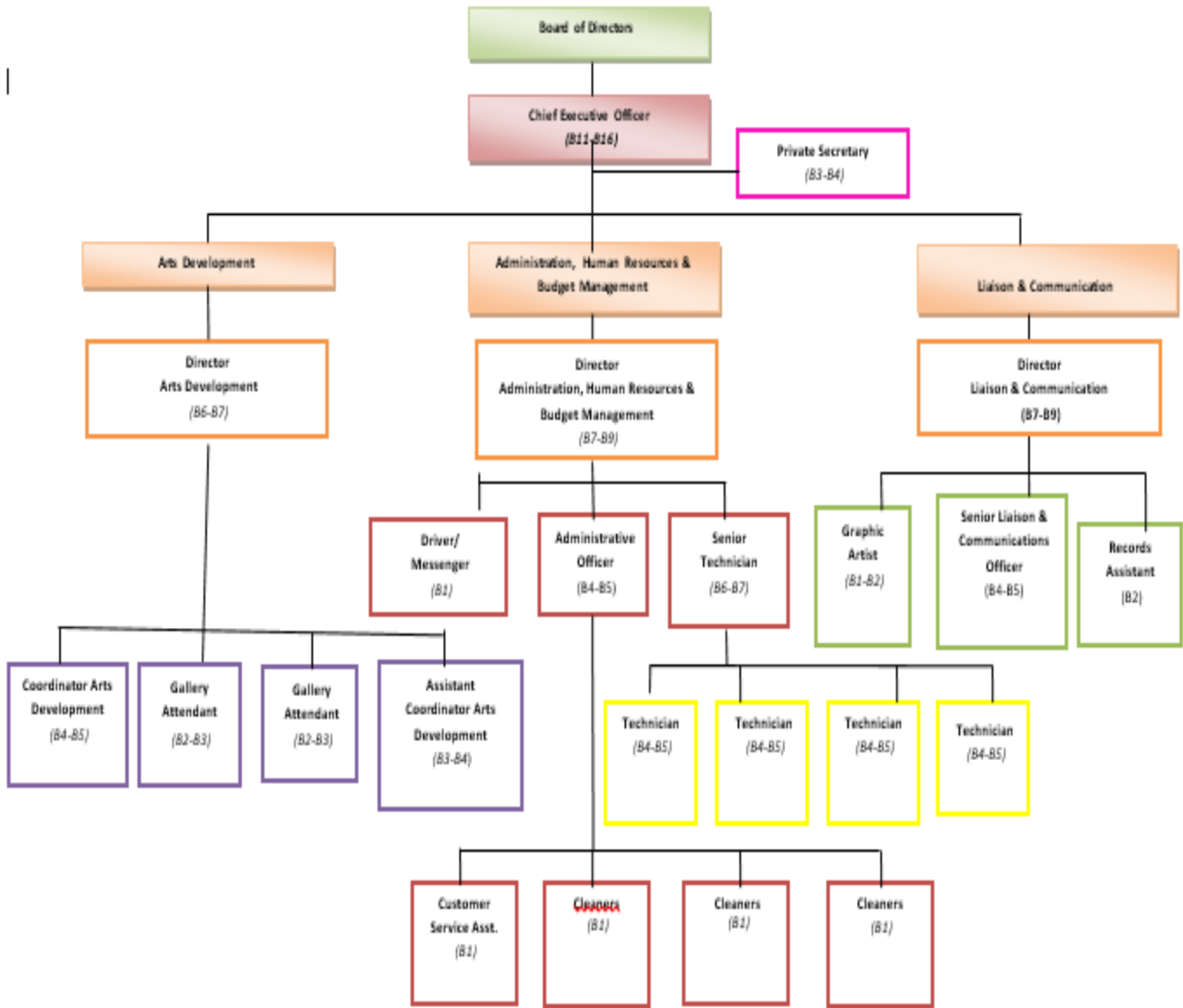
Board of Directors

Chairman: Mr. Gabriel Essack, Ex Officio: Mr. Jimmy Savy (CEO), Member: Mr. Ralph Amesbury: Member: Mr. John Stravens,

Member: Mr. Leon Radegonde, Member: Mrs. Jenita Laporte, Member: Mr. Marco Francis

Appendix 1

NATIONAL ARTS COUNCIL OF SEYCHELLES



**FUNCTIONS OF THE COUNCIL IN LINE WITH THE
NATIONAL ARTS COUNCIL OF SEYCHELLES ACT
[15th October, 1990]**

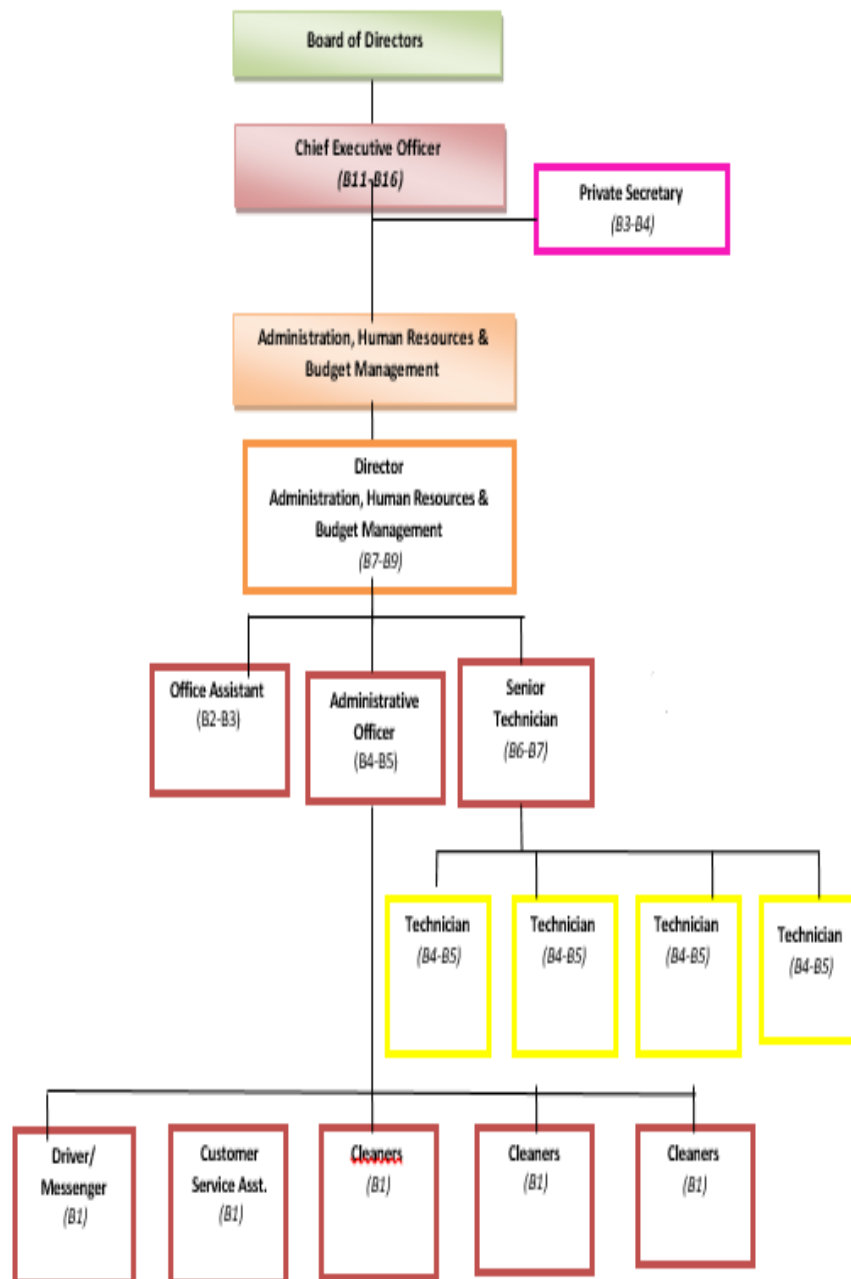
PART II - THE COUNCIL

3. (1) there is established by this Act the National Arts Council of Seychelles which shall be a body corporate.
- (2) The Schedule applies with respect to the membership of the Council.
4. (1) The Council is the supreme body for coordinating the arts of all levels for all persons in Seychelles with the following functions-
- (a) to organize, develop and promote the arts in Seychelles;
 - (b) to encourage the continuous participation in the arts in Seychelles;
 - (c) to encourage and foster a spirit of cooperation and the attainment of high standards in the arts;
 - (d) to encourage the appreciation and the development of the arts;
 - (e) to coordinate calendars and programmes proposed by arts associations;
 - (f) to encourage and support participation in arts events abroad by persons and associations from Seychelles;
 - (g) to encourage and support participation in arts events in Seychelles by persons and association from abroad;
 - (h) to enter into and maintain relations with international organizations likely to grant financial, material or technical assistance for the development of the arts in Seychelles;
 - (i) to cooperate with international bodies and institute which are specialized in the arts, artistic research, education, or other artistic or related activities; and
 - (j) to provide advisory and information services to the Government and district authorities on any matters concerned with the foregoing objects.
- (2) The Council may do anything which a body corporate may lawfully do and perform which is necessary or helpful to carry out its functions and, without prejudice to the foregoing and subject to this Act, may –
- (a) provide advisory, information and educational services;
 - (b) provide assistance to persons association promoting or developing the arts in Seychelles;
 - (c) assist arts activities by providing facilities training, guidance and service to all bona fide artists of Seychelles;
 - (d) make grants for the promotion of the arts in Seychelles;
 - (e) establish committees to advise or assist it in performing its functions and to assist and coordinate arts associations in the performance of their functions;

- (f) run enterprises for the manufacturing and sale of arts objects or to sell arts work and related materials;
- (g) acquire, buy, sell, dispose of, rent or hire, exchange, pledge or mortgage any movable or immovable property or interest therein;
- (h) subject to the approval of the Minister responsible for Finance, borrow money;
- (i) accept gifts and donations;
- (j) subject to the approval of the Minister responsible for Finance, make investments of money;
- (k) subject to section 170 (lotteries) of the Penal Code, promote and run lotteries or other competitions to raise funds for the Council;
- (l) make such charges for its services under this Act as it thinks fit; and
- (m) undertake such other activities in furtherance of its functions as the Minister may allow.

**STRUCTURE OF THE SECRETARIAT
AND
THE HUMAN RESOURCES AND BUDGET MANAGEMENT UNIT**

NATIONAL ARTS COUNCIL OF SEYCHELLES



Functions and Composition of the Secretariat

The administration and work of the Council shall be carried out by a Secretariat directed by the Chief Executive Officer.

The **Chief Executive Officer** shall be responsible to the Council for:-

- (a) subject to the general direction of the Council, the furtherance of the objects of the Council;
- (b) The effective operation of the day to day activities of the Council;
- (c) Representing the Council in correspondence and in national and international contracts;
- (d) Drafting, communicating and filing minutes and all other documents of the Council;
- (e) Attending meetings of the Council;
- (f) Keeping the Council informed of the activities of the Secretariat particularly by presenting an activity report at each meeting of the Council and a financial report and statement of accounts prepared for each period of 3 months immediately preceding the date of the report.

(5) In exercise of its functions under the Act the Secretariat shall act in accordance with such directions as it may from time to time receive from the Council, it shall neither request nor accept instructions from any other person or body.

(6) The Council may provide for the training, development and discipline of the Secretariat.

The **Private Secretary's** main role is to undertake secretarial and office management related duties in the Chief Executive Officer's Office.

Functions of the Human Resources and Budget Management Section and Technicians Unit

The Human Resources and Budget Management section is crucial as it serves as the backbone for the smooth operation and functioning of the organization. It has a vital role to play to ensure a high standard of service delivery.

This Section is divided into two Units namely the Human Resource Budget Management and Administration Unit and the Technicians Unit.

Human Resources Budget Management and Administration Unit

- Preparing and implementing internal human resources policies, procedures and functions in accordance with Government regulations.
- Preparing and implementing training and succession plan.
- Providing advice on personnel administrative and financial issues.
- Conducting recruitment, staff movement exercises and regular review of the establishment list
- Coordinating and providing functional guidance on all matters pertaining to human resources management, development, and administrative issue of the Council.
- Administering salaries, Scheme of service and other benefit plans.
- Providing advice on accounting matters
- Planning and installing budgetary and accounts, controlling policies and systems
- Preparing and certifying financial statements for management decision and other external users.
- Submitting statutory financial returns, financial report and budget forecasts
- Checking and verifying all revenue and expenditure transactions.
- Collecting, safeguarding and depositing revenue and safeguard sound accounting practices.

Technicians Unit

- Manage the day-to-day running of the National Theatre and the Technical Team
- Organize and coordinate all technical bookings for light and/or sound services including assignment of technicians, organization of equipment and other logistics and support component
- Ensure proper handling, regular checks, maintenance and storage of equipment.
- Accountable for movement, allocation of equipment and stock of spare parts
- Carry out technical feasibility assessment and assist event organizers with sound and light requirements as and when required
- Assist in planning and upgrading of light and/or sound facilities
- Assist in selection, training, development and performance management of staff
- Ensure that safety is observed at all times including procurement and proper use of suitable protective gears
- Ensure overtime claims are prepared and submitted on time
- Prepare and submit an annual budget proposal
- Propose an annual training plan for the sub-unit
- Undertake other related duties as may be assigned by the Director or CEO

SUMMARY: ROLES AND RESPONSIBILITIES

HUMAN RESOURCES AND BUDGET MANAGEMENT

Director Human Resources and Budget Management – SB7 – SB9

The Director is responsible to the Chief Executive Officer for planning, directing, coordinating and controlling the day to day operations and overall functions of the human resources, budget management and administrative components of the Council.

Office Assistant – SB3 - SB4

Responsible to undertake all relevant secretarial duties in the Chief Executive Officers and Director Human Resources and Budget Administrations.

Administrative Officer – SB4 - SB5

Responsible for the day-to-day administrative functions of the National Arts Council.

Senior Customer Service Assistant – SB2 - SB3

Undertakes customer services/front line duties in a helpful and courteous manner that portrays an excellent image of the National Arts Council.

Drivers – SB 2

To carry out driving and dispatch duties of the NAC and any other relevant duties in a courteous and responsible manner.

Cleaners

To keep the offices clean at all times.

TECHNICIANS UNIT

Senior Technician – SB6 - SB7

Responsible for day to day operation of the National Theatre and organization of all technical operations pertaining to light, and/or sound systems, both fixed and mobile, administered by the Council.

Technicians – SB4 - SB5

Assist the Senior Technician to implement audio and visual productions.

LIAISON AND COMMUNICATIONS SECTION

Functions

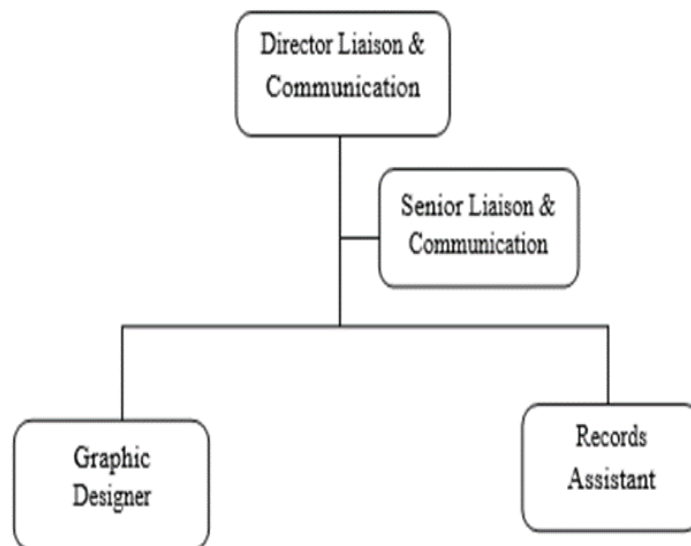
The responsibility of the unit is to ensure the visibility of the National Arts Council (NAC) to all stakeholders; hence the corporate image and brand of the National Arts Council. Such is achieved through an effective flow of information; which requires communication procedures and system in place targeting both internal and external customers.

Through an efficient marketing strategy the Liaison and Communication Unit should attract potential sponsors; willing to contribute towards the enhancement of the arts, both from the private and public sector. Public and private sectors partnership is a successful combination in attaining societal impacts through arts and culture.

Liaison and Communication furthermore oversees the implementation of both local and international partnership; in terms of Memorandum/ Partnership of Agreement. An integral function of the unit is effective system which promotes international cooperation and communication.

The Liaison and Communication works closely with the Arts Development Department in keeping artists informed of all services and opportunities on offer.

Structure of the Liaison and Communication Department



SUMMARY: ROLES AND RESPONSIBILITIES

Director Liaison and Communication – SB7-SB9

Responsible for all of the National and International Cooperation, liaison and Communications inclusive of Public Relations matters of the Council.

Senior Liaison and Communication – SB4 – SB5

To assist the NAC in the management of its communication process and ensure the appropriate coordination and follow up of correspondences and cooperation programmes

Graphics Assistant – SB1-SB2

Produce and print graphic works

Records Assistant – SB2

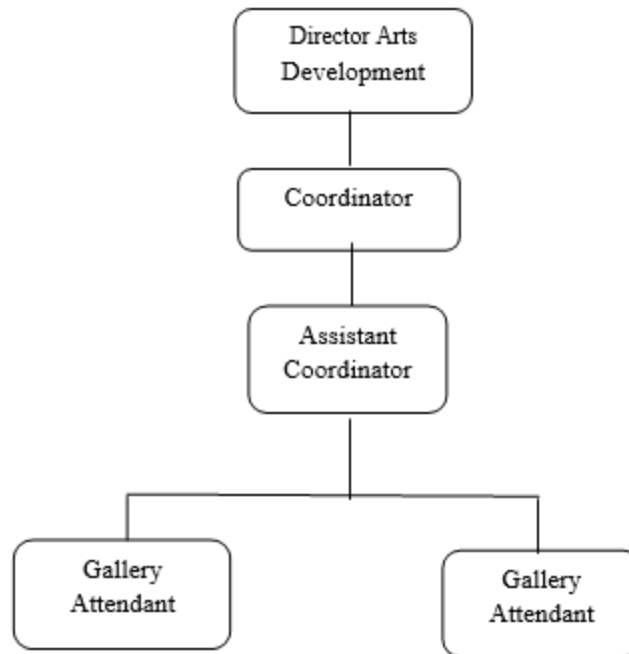
Ensure the documentation of Artists' details and their artworks as a means of promotion.

FUNCTIONS OF THE ARTS DEVELOPMENT SECTION

The Arts development section coordinate the arts of all levels for all persons in Seychelles with the following functions:-

- (a) to organize, develop and promote the arts in Seychelles;
- (b) to encourage the continuous participation in the arts in Seychelles;
- (c) to encourage and foster a spirit of cooperation and the attainment of high standards in the arts;
- (d) to encourage the appreciation and the development of the arts;
- (e) to coordinate calendars and programs proposed by arts associations;
- (f) to encourage and support participation in arts events abroad by persons and associations from Seychelles;
- (g) to encourage and support participation in arts events in Seychelles by persons and association from abroad;
- (j) to provide advisory and information services to the Government and district authorities on any matters concerned with the foregoing objects.

Structure of the Arts Development Department



SUMMARY: ROLES AND RESPONSIBILITIES

Director Arts Development – SB6 - SB7

Responsible for the implementation of strategies for all arts promotion and development of the Council.

Coordinator – SB4 – SB5

Coordinate, develop and implement arts and cultural activities

Assistant Coordinator – SB3 – SB4

Assist the Coordinator to organize and coordinate special events and programmes for the development of the National Arts Council.

Gallery Attendant – SB2 - SB3 x 2

Responsible for the daily operations of the Gallery

Nominal Roll

NATIONAL ARTS COUNCIL					Jun-18
NO..	POST TITLE	SALARY BAND	POST NOS.	POST HOLDER	NIN
ADMINISTRATION					
Secretariat					
1	Chief Executive Officer	SB 11-16	6301-0101-010	Jimmy Savy	966-0200-1-1-18
2	Private Secretary	SB 3-4	6301-0101-020	Diana Payet	983-0619-1-0-84
Liaison and Communication					
3	Director Liaison and Communication	SB 7-9	6301-0201-010	Manuella Amesbury	979-0365-1-0-87
4	Senior Liaison Officer	SB 4-5	6301-0201-020	Juliette Micock	980-0682-1-0-95
5	Graphics Assistant	SB 1-2	6301-0201-030	Nigel Henriette	980-0844-1-1-00
6	Records Assistant	SB 2	6301-0301-115	Kathleen Gill	970-0849-1-0-35
Human Resource and Budget Management					
7	Director Administration	SB 7-9	6301-0301-005	Jenifer Cupidon	987-1119-1-0-43
8	Office Assistant	SB 2-3	6301-0301-010	Joanna Quatre	991-1433-1-026
9	Administrative Officer	SB 4-5	6301-0303-010	Fadia Dick	970-0057-2-0-94
10	Administrative Assistant	SB 3-4	6301-0303-020	Frozen	
11	Customer Services	SB 1	6301-0303-070	Lucile Etienne	965-1089-1-0-38
12	Driver	SB 2	6301-0303-110	William Maria	966-0670-1-1-70
Arts Development					
13	Director Arts Development	SB 7-9	6301-0402-005	Denise Victor	960-0673-1-0-13
14	Coordinator Arts Development	SB 4-5	6301-0402-010	Vivienne Croisee	970-0951-1-0-50
15	Assistant Coordinator Arts Devlp.	SB 3-4	6301-0402-025	Johnise Juliette	971-0883-1-0-67
16	Gallery Attendant	SB 2-3	6301-0402-027	Norifa Accouche	991-1340-1-0-38
17	Gallery Attendant	SB 2-3	6301-0402-029	Merna Narzisi	967-0025-1-0-04
Technical Support					
18	Senior Technician	SB 6-7	6301-0304-005	Guy Belle	959-0611-1-1-92
	Senior Technician	SB 3-4	6301-0304-010	Vacant	
	Technician	SB 4-5	6301-0304-015	Vacant	
	Technician	SB 2	6301-0304-020	Vacant	
	Technician	SB 4-5	6301-0304-025	Vacant	
	Technician	SB 2	6301-0304-030	Vacant	
	Technician	SB 2	6301-0304-040	Vacant	
19	Technician	SB 4-5	6301-0304-050	Mervin Madeleine	984-0616-1-1-06
	Technician	SB 4-6	6301-0304-060	Vacant	
	Technician	SB 4-7	6301-0304-070	Vacant	
	Technician	SB 4-8	6301-0304-080	Vacant	
Permanent Employees		19			
Vacant - Technicians		9			
Frozen - Administrative Officer		1			
Total Positions		29			