

## **MAURITIUS PUBLIC SERVICE**

### **Vacancy for Post of Information Officer** **Prime Minister's Office (Government Information Service)**

Applications are invited from qualified candidates who wish to be considered for appointment as Information Officer in the Prime Minister's Office (Government Information Service).

#### **II. AGE LIMIT**

Candidates, unless already in the service, should not have reached their **40<sup>th</sup>** birthday by the closing date for the submission of applications.

#### **III. QUALIFICATIONS**

1. Candidates should possess:-

- A.** a Cambridge Higher School Certificate with passes at "Principal Level" in at least two subjects, preferably English and French obtained on one certificate or passes in at least two subjects, preferably English and French obtained on one certificate at the General Certificate of Education "Advanced Level"; and
- B.** a degree in English or French or Economics or Sociology or Communication Studies from a recognised institution.

#### **OR**

Equivalent qualifications to **A** and **B** above acceptable to the Public Service Commission.

2. Candidates should also have –

- (i) good communication skills; and
- (ii) a working knowledge of Information Technology.

#### **Note**

Qualification at **1.A** above should have been obtained prior to qualification at **1.B** above. However, candidates who, as at 30 June 2003, did not possess the qualification at **1.A** above, will also be considered provided they hold –

- (a)** a Cambridge School Certificate or passes obtained on one certificate at the General Certificate of Education "Ordinary Level" either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject; and

- (b) a Master's Degree or a postgraduate diploma from a recognised institution in one of the fields at **1.B** above.

**OR**

Equivalent qualifications to (a) and (b) above acceptable to the Public Service Commission.

Qualification at (a) under 'Note' should have been obtained prior to qualification at **1.B** above and (b) under 'Note'.

**NOTE**

1. Candidates should produce written evidence of knowledge claimed.
2. The Commission reserves the right to convene **only** the best qualified candidates for interview.

**IV. DUTIES AND SALARY**

1. To gather and compile information from Ministries and other sources and prepare it for dissemination through the mass media.
2. To assist Senior Information Officers in their duties and deputise for them, as and when necessary.
3. To attend to local and overseas requests for information.
4. To attend and report events such as official functions and press conferences and to conduct interviews.
5. To make arrangements for press conferences, press and T.V. coverage and public address equipment at official functions.
6. To maintain close liaison with written, audio-visual and electronic media.
7. To prepare –
  - (i) materials intended for publications;
  - (ii) scripts for documentary films;
  - (iii) audio-visual materials for Government publicity including exhibitions; and
  - (iv) official reports and press releases.

8. To maintain regular contact with all information media in Mauritius and overseas, as appropriate.
9. To keep track of information relating to Mauritius as published in the international media and on the Internet and to initiate follow-up action, as appropriate.
10. To ensure that there is a central website on Government activities with regular and systematic updating.
11. To perform such cognate duties as may be assigned.

**Note**

Information Officers will be required to work at staggered hours.

The permanent and pensionable post carries salary in scale Rs 19,000 x 600 – 23,200 x 800 – 28,000 x 1,000 – 30,000 x 1,250 – 40,000 a month plus salary compensation at approved rates.

**V. MODE OF APPLICATION**

1. Qualified candidates should submit their application on **PSC Form 7** which may be obtained **either** from the Enquiry Counter of the Ministry of Civil Service and Administrative Reforms, Ground Floor, Emmanuel Anquetil Building, Port Louis **or** from the Enquiry Counter of the Public Service Commission, 7, Louis Pasteur Street, Forest Side **or** from the Chief Commissioner's Office, Port Mathurin, Rodrigues **or** from the offices of the Mauritius High Commission/ Embassies overseas.
2. Candidates already in the service should submit their application **in duplicate**, the original to be sent directly to the Secretary, Public Service Commission and the duplicate through their respective Supervising/Responsible Officers.
3. This advertisement together with the application form (PSC Form 7) are available on the website of the Public Service Commission at the following address: <http://psc.gov.mu>
4. On-line application can also be submitted through the government web portal at <http://www.gov.mu>
5. Acknowledgement of applications will be made as far as possible by **e-mail**. Candidates are therefore encouraged to submit their e-mail address.

6. Candidates are advised to read carefully the **“NOTES AND INSTRUCTIONS TO CANDIDATES”** before filling in the application form. Care should be taken to fill in the application form correctly. **Incomplete, inadequate or inaccurate filling of the application form may entail elimination of the applicant.**

**VI. CLOSING DATE**

Applications should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side, **not later than 3.00 p.m. on Thursday 01 December 2011.**

**Date: 11 November 2011**

Public Service Commission,  
7, Louis Pasteur Street,  
**FOREST SIDE.**