GOVERNMENT OF MAURITIUS

SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS

Ministry: Arts and Culture

Post: Deputy Director of Culture

Salary: Rs 42,500 x 1,250 – 50,000 x 1,500 – 56,000 x 2,000 – 60,000 (05 69 81)

Effective Date: 19 October 2010

Qualifications: By selection from among officers in the grade of Principal Culture Officer who reckon at least two years’ service in a substantive capacity in the grade and who –

(i) possess good interpersonal and leadership skills;
(ii) have managerial and problem solving abilities; and
(iii) demonstrate professional competence.

Role and Responsibilities: To support the Director of Culture in the daily technical operations of the Ministry while ensuring adherence to its artistic and cultural missions and strategic plan.

Duties:

1. To be responsible to the Director of Culture for –

(i) project planning and management;
(ii) implementation and supervision of programmes and activities;
(iii) planning and monitoring the work of officers of the Arts and Culture Cadres;
(iv) conducting training sessions in the organisation of artistic and cultural activities; and
(v) preparing marketing strategies for artistic and cultural activities.

2. To assist the Director of Culture in the performance of his duties.

3. To use ICT in the performance of his duties.

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for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

Date 19 OCT 2010
4. 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 Deputy Director of Culture in the roles ascribed to him.

Note

The Deputy Director of Culture will be required to work outside normal working hours including Sundays and Public Holidays.