Ministry: Arts and Culture
Post: Senior Arts Officer
Salary: Rs 17,800 x 600 – 23,200 x 800 – 28,000 x 1,000 – 29,000 (05 42 58)
Effective Date: 9 March 2012
Qualifications: By promotion, on the basis of experience and merit, of officers in the grade of Arts Officer who reckon at least four years’ service in a substantive capacity in the grade and who possess supervisory and organising skills.
Duties:
1. To plan, supervise and co-ordinate the work of Arts Officers.
2. To liaise with non-governmental organisations and socio-cultural groups and motivate them in organising drama festivals and artistic, cultural and/or leisure activities on a decentralised basis.
3. To present artistic and cultural programmes, shows and similar functions at regional, national and international levels.
4. To conduct training of Arts Officers and the public in artistic fields.
5. To organise seminars, conferences, workshops and other training activities and competitions at regional, national and international levels.
6. To assist in the selection and writing of scripts suited to local conditions by working closely with Mauritian literary groups.
7. To assist in the establishment and development of artistic, cultural and/or leisure organisations and in promoting their participation in activities, programmes and projects.
8. To assist in the organisation of artistic and cultural events.
9. To use ICT in the performance of his duties.
10. 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 Senior Arts Officer in the roles ascribed to him.

Note
Senior Arts Officers will be required to work at staggered hours.

CERTIFIED CORRECT

[Signature]

for Senior Chief Executive
Ministry of Civil Service and Administrative Reforms

Date: 9 MAR 2012