GOVERNMENT OF MAURITIUS

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

Department: National Assembly
Post: Pre-Press Officer
Salary: Rs 12,000 x 300 – 13,800 x 400 – 15,000 x 500 – 16,000 x 600 – 22,000 (16 28 49)
Effective Date: 21 November 2011

Qualifications:

A. By selection from among serving officers who reckon at least four years’
   service in a substantive capacity and who possess—
   (a) a Cambridge School Certificate with credit in English Language and
       French obtained at not more than two sittings or
   (b) passes not below Grade C in English Language and French obtained at
       not more than two sittings at the General Certificate of Education
       “Ordinary Level” provided that at one of the sittings, passes have been
       obtained 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 or
   (c) an equivalent qualification acceptable to the Public Service
       Commission.

Note
Candidates not possessing a credit in English Language at the
Cambridge School Certificate will also be considered provided
they possess passes in at least two subjects at “Principal Level”
and one subject at “Subsidiary Level” as well as the General
Paper obtained on one certificate at the Cambridge Higher
School Certificate Examinations.

B. Candidates should—
   (i) have a knowledge of Quark Xpress and Adobe Photoshop or any
       upgraded version;
   (ii) be conversant with the latest development in pre-press and printing
       technologies; and
   (iii) possess qualities such as reliability, trustworthiness and discretion.

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For Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

Date: 21 NOV, 2011
Knowledge of parliamentary publishing practice and procedures is desirable.

Candidates should produce written evidence of knowledge claimed.

**Duties:**

1. To be responsible to the Hansard Editor for organising texts in connection with debates, bills, etc., and images into functional page layouts prior to the running of printing and lithographic jobs.

2. To manipulate data on a pre-press computer system to develop high quality, aesthetical output such as design of visiting cards, programmes, pamphlets, invitation cards, reports of Committees and letterheads and to ensure that they meet the required standards.

3. To operate various equipment, including desktop publishing software and scanners.

4. To be responsible for the organisation and safe keeping of all files used in the creation of a document, including artwork in the parliamentary ICT infrastructure.

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

6. 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 Pre-Press Officer in the roles ascribed to him.

**Note**

Pre-Press Officers will be required to work at staggered hours.