GOVERNMENT OF MAURITIUS

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

Department: Printing
Post: Senior Graphic Artist
Salary: Rs 28,925 x 750 – 29,675 x 900 – 34,175 x 1,200 – 37,775 x 1,500 – 46,775 (16 56 71)
Effective Date: 22 April 2014
Qualifications: By promotion, on the basis of experience and merit, of officers in the grade of Graphic Artist who reckon at least two years’ service in a substantive capacity in the grade and who possess good organising, supervisory and interpersonal skills.
Role and Responsibilities: To head the Graphic Unit and to be responsible for the delivery of quality service in the Unit.

Duties:
1. To be responsible for the proper running of the Graphic Unit.
2. To design and produce visual materials on paper and electronic media with proficiency.
3. To identify appropriate media for graphical communication in the performance of work and use them proficiently.
4. To ensure proper completion of work in the Unit and liaise accordingly with other sections.
5. To follow up on coloured jobs for Pre-Press and Binding sections.
6. To ensure that the quality of work performed in the Unit meets the required standard.
7. To prepare and conduct training programmes in the field of graphic and design.
8. To ensure that tools and equipment are maintained in good working condition.
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 Graphic Artist in the roles ascribed to him.

CERTIFIED CORRECT

for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms
22 April 2014