

GOVERNMENT OF MAURITIUS

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

- Ministry:** Arts and Culture
- Post:** Principal Arts Officer
- Salary:** Rs 24,800 x 800 – 28,000 x 1,000 – 30,000 x 1,250 – 33,750 (05 53 62)
- Effective Date:** 9 March 2012
- Qualifications:** By selection from among officers in the grade of Senior Arts Officer who reckon at least three years' service in a substantive capacity in the grade and who -
 - (i) possess good organising abilities; and
 - (ii) have good communication and interpersonal skills.
- Role and Responsibilities:** To assist the Chief Arts Officer in ensuring the smooth running of the Drama Section and in facilitating the promotion and development of arts and culture.
- Duties:**
 1. To assist in -
 - (i) the implementation of Government policies and programmes relating to arts and culture;
 - (ii) designing and mounting staff development programmes for officers under his responsibility;
 - (iii) the organisation of seminars, conferences, workshops and other training activities, competitions and cultural programmes at regional, national and international levels; and
 - (iv) the establishment and development of artistic and cultural organisations and in promoting their participation in activities, programmes and projects.
 2. To ensure the proper utilisation, maintenance, renewal and extension of the infrastructure of the Section and equipment for drama and other artistic and cultural activities.
 3. To plan, supervise and co-ordinate the work of officers working under his responsibility.

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CERTIFIED CORRECT

Akeasif

for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

Date..... - 9 MAR 2012

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4. To be responsible for designing, mounting and conducting training programmes in artistic fields for public officers and the public in general and organising artistic and cultural events.
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 Principal Arts Officer in the roles ascribed to him.

Note

Principal Arts Officers will be required to work at staggered hours.



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