

GOVERNMENT OF MAURITIUS

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

Ministry: Arts and Culture
Post: Principal Culture Officer
Salary: Rs 46,900 x 1,525 – 49,950 x 1,625 – 62,950 x 1,850 – 68,500 x 1,950 – 70,450
(05 075 089)

Effective Date: 09 April 2019

Qualifications:

A. By promotion, on the basis of experience and merit, of officers in the grade of Senior Culture Officer who reckon at least two years' service in a substantive capacity in the grade.

B. Candidates should –

(i) have good training and organising abilities;

(ii) be able to interact well with people of diverse cultural background; and

(iii) possess excellent interpersonal and communication skills.

Role and Responsibilities: To ensure consultation and coordination with key stakeholders for the successful organisation of artistic and cultural activities and the delivery of a quality service.

Duties:

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

(a) the promotion, supervision, execution, monitoring and evaluation of activities, programmes and projects relating to arts and culture;

(b) the development, planning, organisation and coordination of all artistic and cultural activities, including the organisation of competitions, exhibitions, shows and similar functions both in Mauritius and abroad; and

(c) the implementation and monitoring of programmes for the protection and promotion of the artistic, cultural and historical heritage of Mauritius.

2. To ensure that artistic and cultural activities are organised within the allocated budgetary provisions and within an appropriate timeframe.

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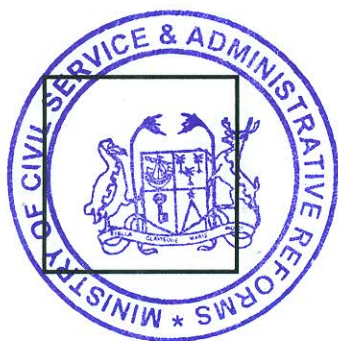
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D. Gowry (Mrs)
for Secretary for Public Service

09 April 2019

Date.....



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3. To organise, supervise and coordinate the work of subordinate staff under his responsibility.
4. To assist the Deputy Director of Culture in the performance of his duties.
5. To design, mount, monitor and conduct training and development programmes for the technical staff and relevant stakeholders in the management of cultural activities.
6. To promote good relations among staff and to handle complaints and grievances.
7. To participate in and promote performance review systems and staff development.
8. To ensure the optimum use of resources and ensure that deadlines are met.
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 Principal Culture Officer in the roles ascribed to him.

Note

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



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