

GOVERNMENT OF MAURITIUS

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

Ministry: Prime Minister's Office (Government Information Service)

Post: Principal Audio-Visual Production Officer

Salary: Rs 17,200 x 600 – 23,200 x 800 – 26,400 (10 41 55)

Effective Date: 4 March 2010

Qualifications: By promotion, on the basis of experience and merit, of officers in the grade of Senior Audio-Visual Production Officer who reckon at least three years' service in a substantive capacity in the grade and who possess –

- (i) good supervisory and organising abilities; and
- (ii) good communication skills.

- Duties:**
1. To assist the Head, Audio-Visual Production Officer Cadre in the running of the Audio-Visual Section.
 2. To coach, mentor and supervise the work of junior staff to ensure the effective delivery of services.
 3. To ensure the proper maintenance and optimum utilisation of audio-visual equipment.
 4. To assist in the training of audio-visual staff.
 5. To ensure that audio-visual archives are regularly updated.
 6. To use ICT in the performance of his duties.
 7. 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 Audio-Visual Production Officer in the roles ascribed to him.

Note

The Principal Audio-Visual Production Officer will be required to work at staggered hours.



CERTIFIED CORRECT

Alexandra

 for Senior Chief Executive
 Ministry of Civil Service and
 Administrative Reforms
 Date..... 04 MAR 2010