

GOVERNMENT OF MAURITIUS

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

- Department** National Assembly
- Post:** Manager, Broadcast
- Salary:** Rs 38,350 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 62,950 (10 069 085)
- Effective Date:** 26 January 2018
- Qualifications:**
- A. A degree in Broadcasting or Media Studies or Communication Studies from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.
- B. Candidates should –
- (i) reckon at least five years' post-qualification experience in a managerial position within the broadcast or media or communication industry;
 - (ii) have a sound knowledge of latest media asset management, workflow engine, encoding and video play out systems;
 - (iii) be familiar with Parliamentary practice and procedures;
 - (iv) be able to work under pressure and meet tight deadlines;
 - (v) have excellent leadership and managerial skills and the ability to manage technical staff and projects with ability to improve performance, output and quality;
 - (vi) have knowledge of broadcasting norms, as applicable;
 - (vii) possess integrity and be accountable;
 - (viii) possess excellent interpersonal and communication skills; and
 - (ix) be computer literate.

Candidates should produce written evidence of experience/knowledge claimed.

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CERTIFIED CORRECT

for Secretary for Public Service

26 January 2018

Date.....

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Role and Responsibilities: To be responsible to the Clerk of the National Assembly, for the coordination and smooth running of the Broadcast Unit in compliance with “Rules of Coverage” and other rules and guidelines issued by the Standing Broadcasting Committee and to give full, balanced, fair and accurate account of proceedings, with the aim of informing viewers about the work of the Assembly.

- Duties:**
1. To lead, manage and operate the Broadcasting Unit, including the coordination of the strategic aspects of the operation in line with the “Rules of Coverage” and other rules and guidelines issued by the Standing Broadcasting Committee.
 2. To manage and lead technical staff of the Broadcast Unit efficiently and to ensure effective supervision thereof.
 3. To manage projects relating to broadcast activities.
 4. To define and inspire quality work and effective communication.
 5. To intervene and provide hands-on work intervention, as and when required.
 6. To manage, maintain and update infrastructure on a network-wide basis.
 7. To use latest media asset management, workflow engine, encoding and video play out systems.
 8. To prepare and submit technical reports, as required.
 9. To provide training and guidance to subordinate staff.
 10. To use ICT in the performance of his duties.
 11. 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 Manager, Broadcast in the roles ascribed to him.

Note

The Manager, Broadcast will be required to work at staggered hours.



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