

GOVERNMENT OF MAURITIUS

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

Department: National Assembly

Post: Operations Officer, Broadcast

Salary: Rs 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 42,325 (10 044 072)

Effective Date: 14 September 2016

- Qualifications:**
- A. A diploma in Broadcasting or Telecommunications or Electronic Studies from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.
 - B. Candidates should –
 - (i) have sound knowledge of and experience in, latest media asset management, workflow engine, encoding and video play out systems;
 - (ii) have knowledge of broadcasting norms, as applicable;
 - (iii) keep abreast of constant changes in broadcasting technology by investigating new systems, techniques and equipment;
 - (iv) have strong communication, interpersonal and supervisory skills;
 - (v) have the ability to work under pressure; and
 - (vi) be computer literate.

Candidates should produce written evidence of experience/knowledge claimed.

- Duties:**
1. To be responsible to the Manager, Broadcast for providing assistance in the day-to-day running of the Broadcast Unit of the National Assembly.
 2. To provide first-line maintenance and support of a range of broadcast television equipment - Camera Channels, Lenses, Fibre, Recording and Media Asset Management (M.A.M.) System, Audio Conferencing Systems, Deep Archives, Audio Visual equipment that includes displays, video conferencing and Personal Computers.

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*for Senior Chief Executive
 Ministry of Civil Service and
 Administrative Reforms*

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3. To investigate new systems, techniques and equipment.
4. To supervise the day-to-day workflow of Assistant Operations Officers, Broadcast by providing guidance and direction with a view to facilitating the proper functioning of the Unit.
5. To provide and submit technical reports on equipment maintenance and test results.
6. To monitor all outgoing television signals and make corrections, when necessary, to ensure proper broadcast quality.
7. To supervise the equipment audit function and maintain proper records and logs thereof.
8. To use latest media asset management, workflow engine, encoding and video play out systems.
9. To perform administrative duties in connection with production and broadcasting.
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 Operations Officer, Broadcast in the roles ascribed to him.

Note

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



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