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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:** Assistant Director, Information Services
- Salary:** Rs ~~32,000 x 1,000 - 39,000 (10 68 75)~~ ^{42,500 x 1,250 - 50,000 x 1,500 - 56,000 x 2,000 - 60,000} (10 69 81)
- Effective Date:** 9 January 2007
- Qualifications:**
- A. By selection from among officers in the grade of Principal Information Officer who:-
 - (i) reckon at least three years' service in a substantive capacity in the grade; and
 - (ii) hold a degree from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.
 - B. Candidates should be:-
 - (i) fluent in English and French, both written and spoken;
 - (ii) able to motivate and lead a team of officers for the implementation of strategies;
 - (iii) familiar with IT and electronic media; and
 - (iv) capable of developing communication strategies drawing on the whole communication mix.

NOTE

In the absence of Principal Information Officers possessing a degree, by selection from among candidates who possess -

- (i) a Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education "Advanced Level" or an equivalent qualification acceptable to the Public Service Commission;
- (ii) a degree in Communication or in a related field or an equivalent qualification acceptable to the Public Service Commission;
- (iii) a postgraduate qualification in Journalism or Public Relations or Advertising or an equivalent qualification acceptable to the Public Service Commission;

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Sanchez

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

09 JAN 2007

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- (iv) experience at senior managerial level for a period of at least seven years;
- (v) fluency in English and French, both written and spoken;
- (vi) good knowledge of Information Technology in Communication; and
- (vii) good leadership skills.

Qualification at (i) under NOTE should have been obtained prior to qualification at (ii) under NOTE.

Candidates should produce written evidence of experience claimed.

Duties:

1. To assist the Director, Information Services in the day-to-day running of the Government Information Service and to deputise for him, whenever required.
2. To co-ordinate and monitor the activities of all sections.
3. To prepare official reports and press release.
4. To maintain regular contact with all information media in Mauritius and overseas, as appropriate.
5. To keep track of information relating to Mauritius or published in the international media and on the Internet and to ensure follow-up action, as appropriate.
6. To be responsible to the Director, Information Services for the efficient management of the assets of the Government Information Service.
7. To assist in the modernisation of the communication equipment of the Government Information Service.
8. To organise training programmes for staff.
9. To perform such cognate duties as may be assigned.

Note

The Assistant Director, Information Services may be required to work outside normal working hours, during weekends and Public Holidays.



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