

GOVERNMENT OF MAURITIUS

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

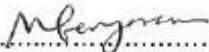
- Ministry:** Prime Minister's Office (Government Information Service)
- Post:** Information Officer
- Salary:** Rs 23,675 x 750 – 29,675 x 900 – 34,175 x 1,200 – 37,775 x 1,500 – 52,775 (10 49 75)
- Effective Date:** 21 November 2014
- Qualifications:**
- A. A degree in English or French or Economics or Sociology or Communication Studies from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.
- B. Candidates should –
- (i) be fluent in English and French, both written and spoken;
 - (ii) possess communication skills; and
 - (iii) be computer literate.

Candidates should produce written evidence of knowledge claimed.

- Duties:**
1. To gather and compile information from Ministries/Departments and other sources and prepare it for dissemination through the mass media.
 2. To assist Senior Information Officers in their duties and replace them, as and when required.
 3. To attend to local and overseas requests for information.
 4. To attend and report events such as official functions and press conferences and to conduct interviews.
 5. To make arrangements for press conferences, press and T.V coverage and public address equipment at official functions.
 6. To maintain close liaison with written, audio-visual and electronic media.

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for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms
21 November 2014
Date.....



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7. To prepare –
- (i) materials intended for publications;
 - (ii) scripts for documentary films;
 - (iii) audio-visual materials for Government publicity including exhibitions; and
 - (iv) official reports and press releases.
8. To maintain regular contact with all information media in Mauritius and overseas, as appropriate.
9. To keep track of information relating to Mauritius as published in the international media and on the Internet and to initiate follow-up action, as appropriate.
10. To ensure that there is a central website on Government activities with regular and systematic updating.
11. To use ICT in the performance of his duties.
12. 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 Information Officer in the roles ascribed to him.

Note

Information Officers will be required to work at staggered hours.



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M. Bayron

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

21 November 2014

Date.....