

**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 27,400 x 825 – 35,650 x 900 – 37,450 x 950 – 42,200 x 1,300 – 46,100 x 1,575 – 49,250 x 1,650 – 54,200 x 1,700 – 62,700 (10 058 088)
- Effective Date:** 11 November 2025
- 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 good interpersonal and communication skills with the ability to present ideas in a clear and concise manner;
 - (iii) be able to manage social media platforms;
 - (iv) be able to meet tight deadlines; and
 - (v) be computer literate.

Candidates should produce written evidence of knowledge claimed.

- Duties:**
- 1. To attend and report on events such as official functions and press conferences and any other events of national importance.
 - 2. To gather and compile information from Ministries/Departments and other sources and prepare it for dissemination through the mass media and social media/digital platforms.
 - 3. To prepare in a clear and concise manner –
 - (i) materials intended for publications through mass media, social media and online media/digital platforms;
 - (ii) scripts for documentary films and short videos;

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B. D. Nundloll (Mrs)
*for Acting Senior Chief Executive
Ministry of Public Service and
Administrative Reforms*

11 November 2025

Date.....

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PUBLIC SERVICE COMMISSION REGULATIONS**

-2-

- (iii) written captions and voice over for reports and documentary films intended for publication on mass media, social media and online media/digital platforms;
 - (iv) audio-visual materials for Government publicity including exhibitions; and
 - (v) official reports and press releases.
4. To make arrangements for press conferences, and press/T.V coverage at official functions.
 5. To ensure the regular and systematic updating of Government activities on the Government Portal.
 6. To proactively contribute to daily social media content and support social media platforms management and engagement.
 7. To upload and schedule daily social media posts and planning for proactive campaign and media moments.
 8. To conduct interviews, both written and video with voice over, whenever required.
 9. To attend to local and overseas requests for information.
 10. To maintain close liaison with written, audio-visual and electronic media including social media and online media/digital platforms.
 11. 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.
 12. To maintain regular contact with all information media in Mauritius and overseas, as appropriate.
 13. To assist Senior Information Officers in their duties and replace them, as and when required.

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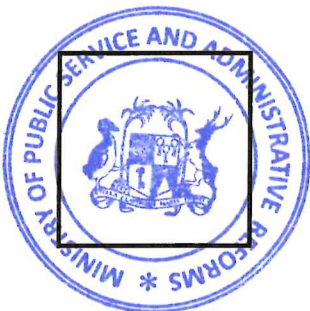
**SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS**

-3-

14. To keep abreast of available and new technologies in the field of digital media and information technology and to make use of same in the performance of his duties.
15. 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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