

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:** Principal Publicity/Documentation Officer
- Salary:** Rs 20,675 x 750 – 29,675 x 900 – 34,175 x 1,200 – 35,375 (10 45 63)
- Effective Date:** 12 October 2015
- Qualifications:** By selection from among officers in the grade of Senior Publicity/Documentation Officer who –
- (i) reckon an aggregate of 10 years' service in a substantive capacity in the grades of Senior Publicity/Documentation Officer and Publicity/Documentation Officer;
 - (ii) possess a diploma in Library and Information Science from a recognised institution or an equivalent qualification acceptable to the Public Service Commission; and
 - (iii) possess strong supervisory, communication and interpersonal skills.

Role and Responsibilities

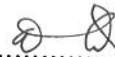
To assist in the efficient functioning of the Documentation Unit/Press Section and for the setting up/operation of a computerised system for the storage and quick retrieval of information and data.

Duties:

1. To assist the Head, Documentation Unit in the administration and management of the Publicity/Documentation Unit and ensure the smooth running of the Press Section.
2. To select, acquire, access, classify, catalogues and index library materials.
3. To co-ordinate and supervise the work of officers of the Documentation Unit/Press Section.
4. To be responsible for stock-taking, shelf-reading, stock-editing and the development and weeding of library collection.
5. To maintain and keep up-to-date records, catalogues, indexes and special files.
6. To supervise general operations in the Press Section.

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for Senior Chief Executive
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7. To assist the Head, Documentation Unit in the management and update of the Documentation Management System/Library Information System.
8. To be responsible for the compilation of speeches and dossiers on Government projects and programmes and on issues/subjects of public interest.
9. To charge and discharge library materials and ensure recovery of overdue materials.
10. To provide inputs in connection with local and overseas requests for information.
11. To search and retrieve information from electronic systems such as Internet, CD-ROMs and other electronic media.
12. To provide research assistance, reference and bibliographical services to users.
13. To attend to information work comprising statistics, data analysis and bibliographical enquiries.
14. To use ICT 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 Principal Publicity/Documentation Officer in the roles ascribed to him.

Note

The Principal Publicity/Documentation Officer will be required to work at staggered hours.



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