

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 Information Officer

**Salary:** Rs 45,275 x 1,500 – 58,775 x 1,800 – 65,975 (10 70 83)

**Effective Date:** 21 November 2014

**Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Senior Information Officer who reckon at least four years’ service in a substantive capacity in the grade and who –

- (i) possess good organising and supervisory skills; and
- (ii) have the ability to lead and motivate a team of officers.

**Role and Responsibilities:** To be responsible for the dissemination of accurate information on government policies, programmes, services and activities in a timely manner.

- Duties:**
1. To keep up to date with current local and international affairs.
  2. To keep informed of development in the wider communications field.
  3. To lead, guide and supervise officers of the Information Cadre.
  4. To assist in –
    - (i) building a structured approach to professional development of staff in the different sections of the Government Information Service; and
    - (ii) the development of a communication strategy.
  6. To produce newsletters and other publications on subjects of public interest and on publicity campaigns.
  7. To facilitate media coverage of international conferences/events/workshops/seminars held in Mauritius and State Visits.
  8. To use ICT in the performance of his duties.
  9. 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 Information Officer in the roles ascribed to him.

**Note**

Principal Information Officers will be required to work at staggered hours.



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*M. Banger*  
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 for Senior Chief Executive  
 Ministry of Civil Service and  
 Administrative Reforms  
 21 November 2014

Date.....