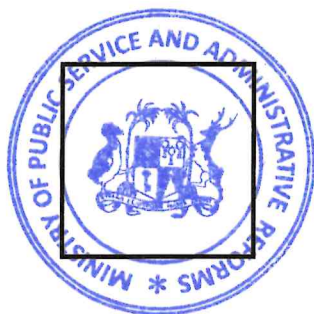


**SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS**

- Ministry:** Prime Minister's Office
(Government Information Service)
- Post:** Principal Information Officer
- Salary:** Rs 49,250 x 1,650 – 54,200 x 1,700 – 64,400 x 1,800 – 69,800 x 2,000 – 75,800 x 2,150 – 77,950 (10 080 096)
- Effective Date:** 11 November 2025
- 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 strong organising and supervisory skills; and
 - (ii) have the ability to lead and motivate a team of officers.
- Role and Responsibilities:** To be responsible to the Director, Information Services for the dissemination of accurate information on Government policies, programmes, services and activities in a timely manner on Government Portal, GIS website and GIS social media/digital platforms.
- Duties:**
1. To lead, guide and supervise officers of the Information Cadre.
 2.
 - (i) To vet content produced by the Information Officers and Senior Information Officers.
 - (ii) To ensure that –
 - (a) content is of the required standard; and
 - (b) related photos/ videos are vetted prior to posting on the Government Portal and the GIS website and social media/digital platforms.
 3. 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 including a digital communication strategy comprising amongst others social media.

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CERTIFIED CORRECT

B. D. Nundloll

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

11 November 2025

Date.....

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

-2-

4. To facilitate media coverage of international conferences/events/workshops/seminars held in Mauritius and State Visits.
5. To produce newsletters and other publications on subjects of public interest and on publicity campaigns.
6. To keep up-to-date with current local and international affairs.
7. To keep informed of development in the wider communications field.
8. 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.
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.



CERTIFIED CORRECT

B. D. Nundloll

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

11 November 2025

Date.....