

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: Publicity/Documentation Officer
Salary: Rs 12,675 x 250 - 13,675 x 300 - 15,475 x 350 - 17,225 x 450 - 19,475 x 600 - 20,675 x 750 - 27,425 (10 23 54)

Effective Date: 12 October 2015

Qualifications: A. A Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained on one certificate or Passes not below Grade C in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained on one certificate at the General Certificate of Education "Ordinary Level" or an equivalent qualification acceptable to the Public Service Commission.

Note

Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at "Principal Level" and one subject at "Subsidiary Level" as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations.

- B. A Certificate in Library Studies or a Certificate in Librarianship and Information Science from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.
C. Candidates should be computer literate and have knowledge of computer software packages.

Candidates should produce written evidence of knowledge claimed.

Duties: 1. To catalogue, classify and index books, reports, periodicals, newspapers, official press releases and other reference materials.
2. To make clipping of news items of a critical and informative nature and to classify them in specific files.

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Handwritten signature

for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

12 October 2015

Date.....

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PUBLIC SERVICE COMMISSION REGULATIONS

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3. To despatch press communiqués and other publications issued by Ministries/Departments.
4. To assist in –
  - (i) keeping record of Government paid publicity to the press and verifying claims before payment; and
  - (ii) the issue of press cards and keeping of a register.
5. To carry out operations in connection with the digitisation of newspaper clippings, documents and recording for inputs into the Documentation Management System.
6. To keep newspaper collections for binding.
7. To use ICT in the performance of his duties.
8. 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 Publicity/Documentation Officer in the roles ascribed to him.

**Note**

Publicity/Documentation Officers will be required to work at staggered hours.



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*for Senior Chief Executive  
Ministry of Civil Service and  
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