

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:** Senior Publicity/Documentation Officer
- Salary:** Rs 17,225 x 450 – 19,475 x 600 – 20,675 x 750 – 29,675 x 900 – 31,475 (10 38 59)
- Effective Date:** 12 October 2015
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Publicity/Documentation Officer who –
  - (i) reckon at least four years’ service in a substantive capacity in the grade; and
  - (ii) possess good communication, organising and supervisory skills.
- Duties:**
  1. To assist the Principal Publicity/Documentation Officer for the smooth running of the Documentation Unit and the Press Section.
  2. To be responsible for –
    - (i) the despatch of official communiqués and Government paid publicity to the press;
    - (ii) the issue of press cards and keeping of a register; and
    - (iii) collection of newspapers and binding.
  3. To keep record of Government paid publicity to the press and verify claims before payment.
  4. To liaise with organisations, both public and private, for documents published by them.
  5. To assist in –
    - (i) the compilation of speeches, dossiers on Government projects, programmes and on issues/subjects of public interest; and

...2/...

CERTIFIED CORRECT



for Senior Chief Executive  
Ministry of Civil Service and  
Administrative Reforms

12 October 2015

Date.....



GOVERNMENT OF MAURITIUS

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

-2-

- (ii) the management of Integrated Information Systems/Library Information System of the Documentation Unit and Press Section.
6. To use ICT in the performance of his duties.
7. 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 Senior Publicity/Documentation Officer in the roles ascribed to him.

**Note**

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



**CERTIFIED CORRECT**

.....  
*for Senior Chief Executive  
Ministry of Civil Service and  
Administrative Reforms*

**12 October 2015**

Date.....