

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 Information Officer

Salary: Rs 36,575 x 1,200 – 37,775 x 1,500 – 58,775 (10 64 79)

Effective Date: 21 November 2014

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

- (a) possess good communication and interpersonal skills;
- (b) possess organising and supervisory skills; and
- (c) are conversant with media matters.

Role and Responsibilities: To disseminate accurate information on Government policies, programmes, services and activities in a timely manner.

Duties:

1. To be responsible for the performance of the following duties –
 - (i) to deal with press and publications or field activities, including the collection, preparation and dissemination of Government news;
 - (ii) to prepare pamphlets, posters, booklets, bulletins and other related publications;
 - (iii) to cover official functions and news conferences; and
 - (iv) to collaborate with Ministries/Departments in the mounting of publicity campaigns, exhibitions and displays.
2. To be responsible for any activity whose purpose is to promote, through publicity, the aims, intentions and actions of the Government and its good relations with the public.
3. To provide facilities to the press for the coverage of official international conferences/workshops/seminars and other events held in Mauritius and State Visits.

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Mbaye
 for Senior Chief Executive
 Ministry of Civil Service and
 Administrative Reforms
 21 November 2014
 Date.....

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4. To assist and provide facilities to foreign media teams on assignment in the country.
5. To supervise Information Officers in their tasks and provide them on-the-job training.
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 Information Officer in the roles ascribed to him.

Note

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



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

Date.....