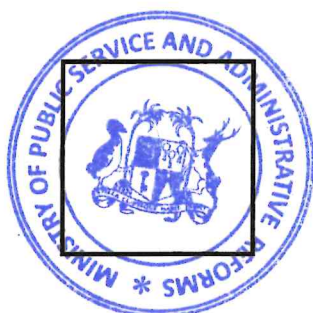


**SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS**

<u>Ministry:</u>	Prime Minister's Office (Government Information Service)
<u>Post:</u>	Senior Information Officer
<u>Salary:</u>	Rs 40,300 x 950 – 42,200 x 1,300 – 46,100 x 1,575 – 49,250 x 1,650 – 54,200 x 1,700 – 64,400 x 1,800 – 69,800 (10 073 092)
<u>Effective Date:</u>	11 November 2025
<u>Qualifications:</u>	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 organising and supervisory skills; (b) are conversant with media, including social media and online media/digital platforms; (c) possess good interpersonal and communication skills; and (d) are able to meet tight deadlines.
<u>Role and Responsibilities:</u>	To be responsible to the Director, Information Services, through the Principal Information Officer, for the dissemination of accurate information on Government policies, programmes, services and activities in a timely manner through the mass media, including social media and online media/digital platforms.
<u>Duties:</u>	1. To be responsible for – (i) dealing with press and publications or field activities, including the collection, preparation and dissemination of Government news; (ii) preparing pamphlets, posters, booklets, bulletins and e-publications; (iii) vetting content produced by the Information Officers and to ensure that content is of the required standard; (iv) covering official functions, news conferences and any other events of national importance; and

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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-

- (v) collaborating with Ministries/Departments in the mounting of publicity campaigns, exhibitions and displays.
2. To prepare concise texts suitable for publishing on social media/digital platforms in addition to the full article/feature.
 3. To prepare news/features including photos/videos for dissemination on the Government Portal and the GIS website and social media/digital platforms.
 4. To ensure systematic and regular updating of the Government Portal, GIS website and GIS social media/digital platforms.
 5. 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.
 6. To supervise Information Officers in their tasks and provide them on-the-job training.
 7. To provide facilities to the press for the coverage of official international conferences/workshops/seminars and other events held in Mauritius including State Visits.
 8. To assist and provide facilities to foreign media teams on assignment in the country.
 9. To keep track of information relating to Mauritius as published in the international media and on the Internet and to initiate follow-up action, as appropriate.
 10. 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.
 11. 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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