

GOVERNMENT OF MAURITIUS

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

- Department:** Office of the Director of Public Prosecutions
- Post:** Communication/Liaison Officer
- Salary:** Rs 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 32,500 x 925 – 37,125 x 1,225 – 39,575 (10 044 070)
- Effective Date:** 20 July 2017
- Qualifications:**
- A. A diploma in Communication Studies with specialisation in Journalism from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.
- B. Candidates should –
- (i) possess good communication and interpersonal skills;
 - (ii) be fluent in English and French; and
 - (iii) be computer literate.

Candidates should produce written evidence of knowledge claimed.

Role and Responsibilities: To be responsible for public relations, information and awareness in matters relating to the Office of the Director of Public Prosecutions.

- Duties:**
1. To coordinate and implement public relations, information and education activities.
 2. To maintain positive, effective operating relationships with stakeholders including public officials and public agency representatives, special interest groups and the public.
 3. To direct and implement the development and implementation of a comprehensive public information plan.
 4. To serve as liaison between the Office of the DPP, Supreme Court, administrative Office of the Courts and other judicial entities.
 5. To attend to all correspondence from public and private queries.

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[Signature]

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

20 July 2017

Date.....

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6. To provide strategies for dealing with difficult issues publicly and for garnering positive press attention.
7. To develop general information materials such as Annual Report, Strategic plan and Newsletter of the Office.
8. To update the website of the office and develop communication strategies.
9. To attend Board meetings, prepare and present reports and make recommendations.
10. To take photographs, develop and maintain a historical record of significant events, activities and issues held at the DPP's Office.
11. To carry out research work and assist Law Officers of the Office of the DPP in the development, planning and communication regarding new legislations.
12. To use ICT in the performance of his duties.
13. 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 Communication/Liaison Officer in the roles ascribed to him.



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*for Senior Chief Executive
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