

GOVERNMENT OF MAURITIUS

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

**Ministry:** Arts and Culture

**Post:** Chief Arts Officer

**Salary:** Rs 27,200 x 800 – 28,000 x 1,000 – 30,000 x 1,250 – 40,000 (05 56 67)

**Effective Date:** 9 March 2012

**Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Principal Arts Officer who reckon at least three years' service in a substantive capacity in the grade and who -

- (i) are able to interact well with people at all levels; and
- (ii) are capable to lead and motivate a team of officers.

**Role and Responsibilities:** To be responsible for ensuring the smooth running of the Drama Section and facilitating the promotion and development of arts and culture.

- Duties:**
1. To be responsible to the Head of the Ministry, through the Director of Culture and the Deputy Director of Culture for -
    - (a) the promotion, supervision, execution, monitoring and evaluation of drama and of other artistic activities falling under the responsibility of the Ministry;
    - (b) the development, planning, organisation and co-ordination of artistic activities including the organisation of competitions, exhibitions, shows and similar functions at regional, national and international levels;
    - (c) the organisation of artistic and cultural activities falling under the responsibility of the Ministry;
    - (d) the designing, mounting, monitoring and conducting of training and development programmes for the technical staff and the public in artistic fields;
    - (e) taking charge of training centres of the Ministry;

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- (f) promoting and maintaining good relationships, team spirit, respect and harmony among the personnel and ensuring effective communication to enhance good public relations; and
  - (g) handling complaints and grievances.
2. To ensure the proper implementation of Government policies and programmes relating to arts and culture falling under his responsibility.
  3. To help prepare staff development training programmes with recognised training institutions.
  4. To plan, supervise and co-ordinate the work of officers working under his responsibility.
  5. To use ICT in the performance of his duties.
  6. 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 Chief Arts Officer in the roles ascribed to him.

Note

The Chief Arts Officer will be required to work at staggered hours.



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