

GOVERNMENT OF MAURITIUS

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

Department: National Archives
Post: Audio-Visual Technician (Operations)
Salary: Rs 9,800 x 200 – 10,200 x 250 – 11,700 x 300 – 13,800 x 400 – 15,000 x 500 – 16,000 x 600 – 20,200 (10 19 46)
Effective Date: 31 May 2011
Qualifications: By selection from among –

I. candidates who -

A. possess -

- (i) (a) a Cambridge School Certificate with credit in Chemistry, Physics and Mathematics or Principles of Accounts obtained at not more than two sittings or
- (b) Passes not below Grade C in Chemistry, Physics and Mathematics or Principles of Accounts obtained at not more than two sittings at the General Certificate of Education "Ordinary Level" provided that at one of the sittings, passes have been obtained either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject.
- (ii) The National Trade Certificate Level 2 in the field of Communication Electronics issued jointly by the Mauritius Examinations Syndicate and the Mauritius Institute of Training and Development.

OR

Equivalent qualifications to A(i) and A(ii) above acceptable to the Public Service Commission.

B. are computer literate.

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CERTIFIED CORRECT

[Signature]

 for Senior Chief Executive
 Ministry of Civil Service and
 Administrative Reforms

31 MAY 2011

Date.....

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AND

- II. serving officers drawing salary in a scale the maximum of which is not less than Rs 19,600 and who reckon at least four years' experience in maintaining an archive of films including classification, verification and labelling of films/video films, among others.

Candidates should produce written evidence of knowledge/experience claimed.

Duties:

1. To be in charge of the Oral History and Film Archives Unit of the Department.
2. To carry out recording and filming of interviews in and out of office premises.
3. To perform editing and classification of audio-visual materials on various mediums.
4. To perform verifications and labelling exercise of audio-visual records classified by the Department.
5. To operate and maintain audio-visual equipment to be used for classification of audio-visual materials.
6. To maintain an archive of classified audio-visual records.
7. To use ICT in the performance of his duties.
8. 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 Audio-Visual Technicians (Operations) in the roles ascribed to him.



CERTIFIED CORRECT


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

Date..... **31 MAY 2011**