

GOVERNMENT OF MAURITIUS

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

**Ministry:** Arts and Culture

**Post:** Theatre Superintendent

**Salary:** Rs 14,275 x 300 – 15,475 x 350 – 17,225 x 450 – 19,475 x 600 – 20,675 x 750 – 29,675 x 900 – 32,375 (05 29 60)

**Effective Date:** 3 July 2014

**Qualifications:** A. A Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level” or an equivalent qualification acceptable to the Public Service Commission.  
B. Candidates should -  
(i) possess good organising and communication skills; and  
(ii) be computer literate

Candidates should produce written evidence of knowledge claimed

- Duties:**
1. To be responsible to the Director of Culture for the day-to-day administration of the theatres and recording studio, including matters pertaining to human resources, finance and procurement and supply.
  2. To be responsible for all assets and equipment of the theatres and recording studio.
  3. To make necessary arrangements for the holding of cultural events.
  3. To process bookings for the theatres.
  4. To prepare return of events held at the theatres on a regular basis.
  5. To assist the Theatre Manager in maintenance and renovation works at the theatres.
  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 the Theatre Superintendent in the roles ascribed to him.

**Note**

The Theatre Superintendent may be required to work at staggered hours.



CERTIFIED CORRECT

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

3 July 2014

Date.....