

GOVERNMENT OF MAURITIUS

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

- Ministry:** Prime Minister’s Office (Government Information Service)
- Post:** Audio-Visual Production Officer
- Salary:** Rs 13,975 x 300 – 15,475 x 350 – 17,225 x 450 – 19,475 x 600 – 20,675 x 750 – 29,675 x 900 – 34,175 x 1,200 – 36,575 (10 28 64)
- Effective Date:** 20 February 2015
- Qualifications:**
  - A. (a) Cambridge School Certificate with credit in at least five subjects including English Language, Chemistry, Physics and Mathematics or Principles of Accounts obtained at not more than two sittings or
  - (b) Passes not below Grade C in at least five subjects including English Language, 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.

**Note**

Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at “Principal Level” and one subject at “Subsidiary Level” as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations.

- B. A Cambridge Higher School Certificate with a pass at “Principal Level” in Physics or Passes in at least two subjects including Physics obtained on one certificate at the General Certificate of Education “Advanced Level”.

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*Speed*  
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*for Senior Chief Executive  
Ministry of Civil Service and  
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- C. A diploma in Information Systems with specialisation in Multimedia and Web Technologies or a diploma with Multimedia and Web Technologies as a major component from a recognised institution.

**OR**

Equivalent qualifications to A, B and C above acceptable to the Public Service Commission.

Qualification at A above should have been obtained prior to qualification at B above.

**NOTE**

Selected candidates will be appointed in a temporary capacity in the first instance and will be required to undergo training in all aspects of the work of an Audio-Visual Production Officer including training in electrical/electronic fields, maintenance of audio-visual equipment, still and motion picture photography and/or allied film production for a period of at least six months, as approved and arranged by the Government Information Service. On satisfactory completion of the training and on being favourably reported upon, they will be considered for appointment as Audio-Visual Production Officer in a substantive capacity.

**Duties:**

1. To be responsible to the Head, Audio-Visual Production Officer through the Principal Audio-Visual Production Officer and Senior Audio-Visual Production Officer for the performance of the following duties –
  - (a) to produce professional and high quality photographs and images using the latest digital technology;
  - (b) to deliver high quality service in photography editing and imaging through the use of computers and other digital means to transfer, retouch and process images;

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*M. A. ...*  
**for Senior Chief Executive  
Ministry of Civil Service and  
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- (c) to operate conference microphones, sound and powerpoint presentation systems including digital recording through laptops and digital recorders;
  - (d) to duplicate, convert sound and images from analogue into different digital format such as DVD Video Pal Movies, JPEG, MP3 Audio, Wave Audio MPEG or any other format required;
  - (e) to manage a digital photo and audio archive system including scanning, classification and indexing system to retrieve photos and audio recording and be familiar with the use of Server;
  - (f) to create electronic portfolios to be used by Ministries/Departments for their Web Pages for a better customer service;
  - (g) to assist in the organisation of audio-visual facilities for press conferences, local and international seminars and conferences including live broadcast facilities to the local and international media; and
  - (h) to make use of latest photo editing and sound technologies, imaging and camera devices.
2. To assist Senior Audio-Visual Production Officers in the performance of their duties.
  3. To use ICT in the performance of his duties.
  4. 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 Audio-Visual Production Officer in the roles ascribed to him.

**Note**

Audio-Visual Production Officers will be required to work at staggered hours.



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*S. Maers*  
**for Senior Chief Executive  
Ministry of Civil Service and  
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