

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:** Head, Audio-Visual Production Officer Cadre
- Salary:** Rs 20,200 x 600 – 23,200 x 800 – 28,000 (10 46 57)
- Effective Date:** 4 March 2010
- Qualifications:** By selection from among –
- (a) officers who hold a substantive appointment in the grade of Principal Audio-Visual Production Officer; and
- (b) officers in the grade of Senior Audio-Visual Production Officer who reckon at least three years' service in a substantive capacity in the grade
- and who possess –
- (i) good administrative and organising abilities;
- (ii) good interpersonal skills; and
- (iii) the ability to manage a team of officers.
- Role and Responsibilities:** To be responsible to the Director, Information Services for the provision of public address and sound systems facilities and photographic services to Ministries/Departments and for proper archiving of audio-visual material for easy access and retrieval.
- Duties:**
1. To be responsible to the Director, Information Services for the smooth and efficient running of the Audio-Visual Section.
 2. To carry out basic training programmes for audio-visual staff.
 3. To manage audio-visual production projects.
 4. To manage the public address and sound systems.
 5. To keep abreast of up-to-date technologies in audio-visual production.
 6. To ensure the proper upkeep of the audio-visual archives.

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for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

Date..... 04 MAR 2010



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7. To prepare specifications for the purchase and renewal of audio-visual equipment.
8. To supervise photo exhibitions.
9. To use ICT in the performance of his duties.
10. 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 Head, Audio-Visual Production Officer Cadre in the roles ascribed to him.

Note

The Head, Audio-Visual Production Officer Cadre will be required to work at staggered hours.



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