

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: Senior Audio-Visual Production Officer

Salary: Rs 10,600 x 400 – 15,000 (10 34 45)

Effective Date: 14 December 2007

Qualifications: By promotion, on the basis of experience and merit, of officers in the grade of Audio-Visual Production Officer reckoning at least four years' service in a substantive capacity in the grade.

- Duties:**
1. To produce still photography, features and documentaries on film, video and/or multimedia.
 2. To participate in all aspects of post-production including audio making, computer editing, video tape operation and editing.
 3. To set up and operate sound/public address systems.
 4. To keep abreast of developments in audio-visual production techniques.
 5. To operate, maintain and troubleshoot audio-visual equipment.
 6. To repair and maintain equipment in emergency and preventative situations.
 7. To check equipment for operational readiness and provide assistance, as and when required.
 8. To upkeep, maintain and update audio-visual archives.
 9. To produce and mount photos for exhibition.
 10. To perform such cognate duties as may be assigned.

Note

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



CERTIFIED CORRECT

R. R. R.

for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

Date... 14 DEC 2007