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SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS, 1967

- Ministry:** Prime Minister's Office (Government Information Service)
- Post:** Director, Information Services
Rs 42,500 (10 00 78)
- Salary:** Rs 30,670 (INF 29)
- Effective Date:** 31 January 2003
- Qualifications:** By promotion, on the basis of experience and merit, of an officer holding a substantive appointment in the grade of Assistant Director, Information Services who:
- (i) has undertaken specialised studies of at least one academic year in fields related to information and communication at a recognised institution;
 - (ii) reckons at least four years post-qualification experience; and
 - (iii) has good leadership skills and is able to interact effectively at all levels.
- Duties:**
1. To be responsible for the proper management and operation of the Government Information Service.
 2. To coordinate information work between Ministries and to ensure that the policies and activities of Government are properly communicated.
 3. To ensure the effective management of the Overseas News Service and its regular upgrading to keep pace with developments in the field.
 4. To maintain regular contact with all information media in Mauritius and overseas, as appropriate.
 5. To keep track of information relating to Mauritius as published in the international media and on the Internet and to initiate follow-up action, as appropriate.
 6. To take necessary measures to ensure the modernisation of the communication equipment of the Government Information Service.
 7. To ensure that there is a central website on government activities with regular and systematic updating.
 8. To arrange suitable training for optimal use of human resources.
 9. To perform such cognate duties as may be assigned.

Note

The Director, Information Services may be required to work outside normal working hours, during weekends and public holidays.



CERTIFIED CORRECT

[Signature]
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for Secretary for Public Service Affairs

Date..... 31 JAN 2003