

GOVERNMENT OF MAURITIUS

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

**Ministry:** Prime Minister's Office (National Disaster Risk Reduction and Management Centre)

**Post:** Information and Communication Manager (Response Team)

**Salary:** Rs 36,575 x 1,200 – 37,775 x 1,500 – 58,775 (10 64 79)

**Effective Date:** 09 October 2014

- Qualifications:**
- A. A degree in Journalism or Public Relations or Business Administration or Management from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.
  - B. Candidates should –
    - (i) reckon at least five years' experience in information management;
    - (ii) have good knowledge of Information Technology including social media and networking;
    - (iii) possess strong analytical skills with a track record of producing high-quality written outputs and presenting them in public setting;
    - (iv) possess strong interpersonal skills with ability to establish and maintain effective working relationships with people of different backgrounds; and
    - (v) be able to work under pressure.

Candidates should produce written evidence of experience/knowledge claimed.

- Duties:**
- 1. To be responsible to the Director Response for the performance of the following duties –
    - (a) to disseminate accurate and timely information on policies and activities relating to disaster management;
    - (b) to establish positive and productive working relationships with the media;

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*S. Chandring*  
 for Senior Chief Executive  
 Ministry of Civil Service and  
 Administrative Reforms  
 09 October 2014  
 Date.....

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- (c) to be responsible for the production of audio-visual materials, pamphlets, posters and bulletins relating to disaster management in collaboration with the Training and Education team;
- (d) to plan and organise publicity campaigns, exhibitions and displays;
- (e) to promote, through publicity campaigns, the aims, intentions and actions of the National Disaster Risk Reduction and Management Centre;
- (f) to act as primary interface between the National Disaster Risk Reduction and Management Centre and the media in the event of a disaster and in response to issues outside the purview of disaster response;
- (g) to work with the media to link release of alerts, warnings and specific public protection notices in co-ordination with the ICT Specialist (Response) and the Disaster Monitoring Officer;
- (h) to ensure that the information management and communication system supports the objectives of the key performance areas identified in the National Disaster Management Strategic Framework;
- (i) to identify and incorporate additional specialised functionalities in the design of the information management and communication system for Disaster Risk Reduction and Management and to establish robust procedures for exchange of information during a disaster;
- (j) to develop an integrated information management and communication system for disaster risk reduction management;
- (k) to create awareness and promote a culture of risk avoidance, including managing national publicity campaigns and establishing good media relations;

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- (l) to maintain a comprehensive database for disasters in Mauritius and the Outer Islands and to ensure that all mapping and risk data are available to the public;
  - (m) to establish and maintain an effective information management system through social media, traditional media, websites and ensure clarity of messaging regarding disasters and their management;
  - (n) to work closely with other teams of the Centre by informing and seeking information from other work streams to ensure a clear and integrated approach; and
  - (o) to assist in the design and execution of simulation exercises, as and when required.
2. To use ICT in the performance of his duties.
3. 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 Information and Communication Manager (Response Team) in the roles ascribed to him.

**Note**

The Information and Communication Manager (Response Team) will be required to work outside normal working hours including Saturdays, Sundays and Public Holidays and during cyclonic periods and other natural calamities and emergencies.



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