

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

Ministry: Public Infrastructure, National Development Unit, Land Transport and Shipping (Land Transport and Shipping Division)

Post: Marine Information Officer

Salary: Rs 17,675 x 450 – 19,475 x 600 – 20,675 x 750 – 29,675 x 900 – 34,175 x 1,200 – 36,575 (13 39 64)

Effective Date: 10 October 2014

Qualifications:

- A. A diploma in Information Technology or Computer Studies or Information and Communication Technology from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.
- B. Candidates should possess effective communication and interpersonal skills.

Duties:

- 1. To assist the Director of Shipping in the implementation of the Merchant Shipping Act.
- 2. To collect, classify and keep up-to-date records of all documents and reports from –
 - (i) International Maritime Organisation (IMO);
 - (ii) Indian Ocean Memorandum of Understanding on Port State Control (IOMOU);
 - (iii) International Labour Organisation (ILO);
 - (iv) All Classification Societies with which the Ministry has an agreement for delegation of surveys and inspections;
 - (v) Djibouti Code of Conduct; and
 - (vi) Any other Maritime related organisation.
- 3. To produce, promulgate and keep records of the following documents –
 - (i) Notice to Mariners;
 - (ii) Merchant Shipping Notices;

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[Signature]
for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

10 October 2014

Date.....

GOVERNMENT OF MAURITIUS

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- (iii) Navigational Warnings;
 - (iv) Marine Guidance Notes;
 - (v) Marine Information Notes;
 - (vi) Piracy and security related warnings; and
 - (vii) Circular Letters.
4. To act as Liaison Officer to IMO and ILO and prepare all mandatory reports to be submitted to these organisations as per requirements.
 5. To update and manage information on the website of the Shipping Division.
 6. To manage the Shipping Division computerised data system, email accounts and web accounts and route all documents to appropriate sections.
 7. To attend meetings and committees, as and when required.
 8. To attend Court, Tribunals and other related institutions, as and when required.
 9. To assist in Ships' Ballast Water management matters.
 10. To use ICT in the performance of his duties.
 11. 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 Marine Information Officer in the roles ascribed to him.



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

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