

GOVERNMENT OF MAURITIUS

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

<b><u>Department:</u></b>	Government Printing
<b><u>Post:</u></b>	Senior Graphic Artist
<b><u>Salary:</u></b>	Rs 33,175 x 825 – 35,650 x 900 – 37,450 x 950 – 42,200 x 1,300 – 46,100 x 1,575 – 49,250 x 1,650 – 54,200 x 1,700 – 55,900 (16 065 084)
<b><u>Effective Date:</u></b>	12 August 2022
<b><u>Qualifications:</u></b>	By promotion, on the basis of experience and merit, of officers in the grade of Graphic Artist who reckon at least two years' service in a substantive capacity in the grade and who possess –  (i) good organising and supervisory skills; and  (ii) good interpersonal and communication skills.
<b><u>Role and Responsibilities:</u></b>	To head the Graphic Section and to be responsible for the delivery of quality service in the Section.
<b><u>Duties:</u></b>	<ol style="list-style-type: none"><li>1. To be responsible for the proper running of the Graphic Section.</li><li>2. To design and produce visual materials on paper and electronic media with proficiency for printing press.</li><li>3. To identify appropriate media for graphical communication in the performance of work and use them proficiently.</li><li>4. To supervise staff working under his responsibility.</li><li>5. To keep records and ensure proper completion of work in the Section and liaise accordingly with clients and other Sections.</li><li>6. To follow up on coloured jobs for Pre-Press, Press and Binding Sections.</li><li>7. To ensure that the quality of work performed in the Section meets the required standard.</li><li>8. To recommend and conduct training programmes in the field of graphic and design.</li><li>9. To be responsible for the provision of adequate tools and equipment and ensure they are maintained in good working condition.</li></ol>

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**CERTIFIED CORRECT**

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**N. Auchoybur (Mrs)**  
*for Secretary for Public Service*

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10. To undertake research and investigation work related to graphic works and to prepare reports.
11. To use ICT in the performance of his duties.
12. 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 Senior Graphic Artist in the roles ascribed to him.

**Note**

In case of a force majeure/public emergency, the Senior Graphic Artist is required to be available to provide his services to ensure business continuity either through work from home, remote working, working online or work performed through any other IT system.



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