

GOVERNMENT OF MAURITIUS

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 - Traffic Management and Road Safety Unit)

Post: Communication Officer

Salary: Rs 17,675 x 450 – 19,475 x 600 – 20,675 x 750 – 29,675 x 900 – 34,175 x 1,200 – 37,775 x 1,500 – 39,275 (10 39 66)

Effective Date: 11 February 2014

Qualifications: A. A diploma in Communication Studies with specialisation in Business Communication or Journalism from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.
B. Candidates should -
(i) possess good communication skills; and
(ii) be computer literate.

Candidates should produce written evidence of knowledge claimed.

Duties:
1. To design, execute and supervise campaigns on road safety, road transport and road traffic matters or any other issues of concern to the Division.
2. To deliver talks and disseminate information on subjects relating to road transport, road safety and road traffic.
3. To prepare and make use of audio-visual materials for educational programmes to promote road safety or to support any campaign related to road safety, road traffic and road transport matters.
4. To assist in -
(i) the evaluation of campaigns and programmes;
(ii) the preparation and issue of press communiqués in respect of road transport, road traffic and road safety matters;

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CERTIFIED CORRECT

for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

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- (iii) carrying out opinion surveys and interviews on road safety, road transport and road traffic related matters;
 - (iv) the organisation of workshops and seminars on road safety, road transport and road traffic issues; and
 - (v) the holding of events such as official functions and press conferences on matters falling under the purview of the Division.
5. To sensitise the public on the various services provided and initiatives taken by the Division.
 6. To maintain and foster close relationship with the media.
 7. To keep track of any information relating to Mauritius on road transport, road safety and road traffic matters as published in the local/international media and on the Internet and to report thereon.
 8. To use ICT in the performance of his duties.
 9. 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 Communication Officer in the roles ascribed to him.



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