Applications are invited from qualified candidates who wish to be considered for appointment as Assistant Hansard Editor in the National Assembly.

II. **AGE LIMIT**

Candidates, unless already in the Service, should not have reached their 40th birthday by the closing date for the submission of applications.

III. **QUALIFICATIONS**

A. Candidates should possess a joint degree in English and French from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.

B. Candidates should –

   (i) reckon at least two years’ experience in editing;

   (ii) possess good communication and interpersonal skills;

   (iii) have sense of responsibility, trustworthiness and discretion;

   (iv) be customer-oriented; and

   (v) be computer literate.

**NOTE**

1. Candidates should produce written evidence of experience/knowledge claimed.

2. The onus for the submission of written evidence of experience/knowledge claimed and equivalence of qualification (if applicable) from the relevant authorities (Tertiary Education Commission or Mauritius Qualification Authority) rests on the candidates. Applications will not be considered in case of non-submission of written evidence of experience/knowledge claimed and Equivalence Certificate, as appropriate, by the closing date.

3. Candidates may be required to sit for a written examination as part of the selection process.

4. The Commission reserves the right

   (i) to convene only the best qualified candidates for interview; and

   (ii) not to make any appointment following this advertisement.
IV. **DUTIES AND SALARY**

1. To assist the Hansard Editor in editorial duties and proofreading of Hansards.

2. To monitor and follow up on updated and revised versions of Hansard.

3. To review Hansard policies, practices and procedures.

4. To identify issues and factors that may arise with regard to the production of verbatim reports in view of initiating appropriate measures and setting up of action plans.

5. To assist the Hansard Editor in the day-to-day management of the Hansard Unit.

6. To provide appropriate coaching to the Hansard Reporter Cadre.

7. To use ICT in the performance of his duties.

8. 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 Assistant Hansard Editor in the roles ascribed to him.

**Note:**

The Assistant Hansard Editor will be required to work at staggered hours.

The permanent and pensionable post carries salary in scale Rs 25,525 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 56,450 a month.

V. **MODE OF APPLICATION**

1. Qualified candidates are advised to submit their application **electronically** at the following address:

   **http://psc.govmu.org/English/Pages/PscHomepage.aspx**

2. Candidates may also apply electronically at the Enquiry Counter of the Public Service Commission, 7, Louis Pasteur Street, Forest Side from **9.00 a.m. to 3.30 p.m on weekdays and not later than 3.00 p.m. on the closing date.**

3. Candidates are requested to follow the procedures that can be accessed through the “How to Apply” option on the above address.

4. Candidates already in the service should also submit a printed copy of their electronic Application Form, **duly-signed**, through their respective Supervising/Responsible Officers.

5. Acknowledgement of applications will be made by **e-mail**. Candidates are advised to submit their e-mail address.
6. For technical support, the Government Online Centre (GOC) may be contacted on the e-mail address: support@ncb.mu or on phone number 454 9955.

7. For any other query, the help desk of the Public Service Commission may be contacted on e-mail address pdsc@govmu.org, or phone number 670 9705 or fax number 670 3417.

8. Candidates are also advised to read carefully the “NOTES AND INSTRUCTIONS FOR ONLINE APPLICATION (in response to Public Advertisement)” before filling in the Application Form. Care should be taken to fill in the online Application Form correctly. Incomplete, inadequate or inaccurate filling of the Application Form may entail elimination of the candidate.

9. The Commission reiterates its request to candidates to submit their application electronically. However, qualified candidates not applying online may submit their application on PSC Form 7 which may be obtained either from the Enquiry Counter of the Ministry of Civil Service and Administrative Reforms, Ground Floor, Emmanuel Anquetil Building, Port Louis or from the Enquiry Counter of the Public Service Commission, 7, Louis Pasteur Street, Forest Side or from the Chief Commissioner’s Office, Port Mathurin, Rodrigues or from the offices of the Mauritius High Commissions/Embassies overseas.

VI. CLOSING DATE

Application Forms should reach the Secretary, Public Service Commission, not later than 3.00 p.m. (local time) on Monday 26 November 2018. Application Forms received after the specified closing date and time will not be considered.

Date: 06 November 2018

Public Service Commission,
7, Louis Pasteur Street,
FOREST SIDE.