MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 19 OF 2019

Vacancy for Post of Audiovisual Production Officer
Prime Minister’s Office (Government Information Service)

Applications are invited from qualified candidates who wish to be considered for appointment as Audiovisual Production Officer in the Prime Minister’s Office (Government Information Service).

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

Candidates should possess:

A. (a) a Cambridge School Certificate with credit in at least five subjects including English Language, Chemistry, Physics and Mathematics or Principles of Accounts obtained at not more than two sittings or

   (b) Passes not below Grade C in at least five subjects including English Language, Chemistry, Physics and Mathematics or Principles of Accounts obtained at not more than two sittings at the General Certificate of Education “Ordinary Level” provided that at one of the sittings, passes have been obtained either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject.

   Note

   Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at “Principal Level” and one subject at “Subsidiary Level” as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations.

B. a Cambridge Higher School Certificate with a pass at “Principal Level” in Physics or Passes in at least two subjects including Physics obtained on one certificate at the General Certificate of Education “Advanced Level”; and
C. a diploma in Information Systems with specialisation in Multimedia and Web Technologies or a diploma with Multimedia and Web Technologies as a major component from a recognised institution.

**OR**

Equivalent qualifications to A, B and C above acceptable to the Public Service Commission.

Qualification at A above should have been obtained prior to qualification at B above.

**NOTE**

1. **The onus for the submission of equivalence of qualification (if applicable) from the relevant authorities (Tertiary Education Commission or Mauritius Qualifications Authority) rests on the candidates. Applications will not be considered in case of non-submission of Equivalence Certificate, as appropriate, by the closing date.**

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

3. 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 be responsible to the Head, Audiovisual Production Officer through the Principal Audiovisual Production Officer and Senior Audiovisual Production Officer for the performance of the following duties –

   (a) to produce professional and high quality photographs and images using the latest digital technology;

   (b) to deliver high quality service in photography editing and imaging through the use of computers and other digital means to transfer, retouch and process images;

   (c) to operate conference microphones, sound and powerpoint presentation systems including digital recording through laptops and digital recorders;
(d) to duplicate, convert sound and images from analogue into different digital format such as DVD Video Pal Movies, JPEG, MP3 Audio, Wave Audio MPEG or any other format required;

(e) to manage a digital photo and audio archive system including scanning, classification and indexing system to retrieve photos and audio recording and be familiar with the use of Server;

(f) to create electronic portfolios to be used by Ministries/Departments for their Web Pages for a better customer service;

(g) to assist in the organisation of audiovisual facilities for press conferences, local and international seminars and conferences including live broadcast facilities to the local and international media; and

(h) to make use of latest photo editing and sound technologies, imaging and camera devices.

2. To assist Senior Audiovisual Production Officers in the performance of their duties.

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

4. 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 Audiovisual Production Officer in the roles ascribed to him.

Note

Audiovisual Production Officers will be required to work at staggered hours.

NOTE

Selected candidates will be appointed in a temporary capacity in the first instance and will be required to undergo training in all aspects of the work of an Audiovisual Production Officer including training in electrical/electronic fields, maintenance of audiovisual equipment, still and motion picture photography and/or allied film production for a period of at least six months, as approved and arranged by the Government Information Service. They will draw a flat salary of Rs 15,750 a month.

On satisfactory completion of the training and on being favourably reported upon, they will be considered for appointment as Audiovisual Production Officer in a substantive capacity.
The permanent and pensionable post carries salary in scale Rs 15,750 x 325 – 17,700 x 375 – 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 32,500 x 925 – 37,125 x 1,225 – 39,575 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 submit a printed copy of their electronic Application Form, **duly signed**, through their respective Supervising/Responsible Officer.

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 applicant.**

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**

Applications should reach the Secretary, Public Service Commission, **not later than 3.00 p.m. (local time) on Tuesday 23 April 2019.** Applications received after the specified closing date and time will **not** be considered.

**Date: 03 April 2019**

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