Applications are invited from qualified candidates who wish to be considered for appointment as Audio-Visual 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”.

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 failing the non-submission of Equivalence Certificate, as appropriate, by the closing date.**

2. The Commission reserves the right to convene **only** the best qualified candidates for interview.

IV. **DUTIES AND SALARY**

1. To be responsible to the Head, Audio-Visual Production Officer through the Principal Audio-Visual Production Officer and Senior Audio-Visual 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 audio-visual 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 Audio-Visual 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 Audio-Visual Production Officer in the roles ascribed to him.

**Note**

Audio-Visual 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 Audio-Visual Production Officer including training in electrical/electronic fields, maintenance of audio-visual 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 Audio-Visual Production Officer in a substantive capacity.

The permanent and pensionable post carries salary in scale Rs15,750 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 should 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, ForestSide **or** from the Chief Commissioner’s Office, Port Mathurin, Rodrigues **or** from the offices of the Mauritius High Commission/Embassies overseas.

2. Candidates already in the service should submit their application **in duplicate**, the original to be sent directly to the Secretary, Public Service Commission and the duplicate through their respective Supervising/Responsible Officers.

3. This advertisement together with the Application Form (PSC Form 7) are available on the website of the Public Service Commission at [http://psc.govmu.org](http://psc.govmu.org)

5. Acknowledgement of applications will be made, as far as possible, by e-mail. Candidates are therefore advised to submit their e-mail address.

6. Candidates are also advised to read carefully the “NOTES AND INSTRUCTIONS TO CANDIDATES” before filling in the Application Form. Care should be taken to fill in the Application Form correctly. **Incomplete, inadequate or inaccurate filling of the Application Form may entail elimination of the applicant.**

VI. **CLOSING DATE**

Applications should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side, not later than 3.00 p.m. on **Wednesday 30 November 2016.**

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

Date: 10 November 2016