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

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 degree in English or French or Economics or Sociology or Communication Studies from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.

B. Candidates should –
   (i) be fluent in English and French, both written and spoken;
   (ii) possess communication skills; and
   (iii) be computer literate.

**NOTE**

1. Candidates should produce written evidence of knowledge claimed.

2. **The onus for the submission of equivalence of qualification (if applicable) from the relevant authorities rests on the candidates.**

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

IV. **DUTIES AND SALARY**

1. To gather and compile information from Ministries/Departments and other sources and prepare it for dissemination through the mass media.

2. To assist Senior Information Officers in their duties and replace them, as and when required.

3. To attend to local and overseas requests for information.

4. To attend and report events such as official functions and press conferences and to conduct interviews.
5. To make arrangements for press conferences, press and T.V coverage and public address equipment at official functions.

6. To maintain close liaison with written, audio-visual and electronic media.

7. To prepare –
   (i) materials intended for publications;
   (ii) scripts for documentary films;
   (iii) audio-visual materials for Government publicity including exhibitions; and
   (iv) official reports and press releases.

8. To maintain regular contact with all information media in Mauritius and overseas, as appropriate.

9. To keep track of information relating to Mauritius as published in the international media and on the Internet and to initiate follow-up action, as appropriate.

10. To ensure that there is a central website on Government activities with regular and systematic updating.

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 Information Officer in the roles ascribed to him.

**Note**

Information Officers will be required to work at staggered hours.

The permanent and pensionable post carries salary in scale Rs 23,675 x 750 – 29,675 x 900 – 34,175 x 1,200 – 37,775 x 1,500 – 52,775 a month plus salary compensation at approved rates.

**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, Forest Side 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)

4. Candidates are encouraged to submit on-line application through the government web portal at [http://www.govmu.org](http://www.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 Thursday 05 November 2015.

Date: 16 October 2015