MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 116 OF 2016

Vacancies for Post of Arts Officer

Ministry of Arts and Culture

Applications are invited from qualified candidates who wish to be considered for appointment as Arts Officer in the Ministry of Arts and Culture.

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 Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level”.

B. A diploma obtained after having successfully completed a one-year full time course or a two-year part-time course from a recognised institution in any of the following areas of Arts –

   Cinema
   Dance
   Dramatic Arts
   Music

OR

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

NOTE 1

In the absence of qualified candidates, by selection from among candidates who possess –

I. (i) a Cambridge School Certificate with credit in at least five subjects, including two languages spoken in Mauritius, obtained at not more than two sittings or
(ii) passes not below Grade C in at least five subjects, including two languages spoken in Mauritius, 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.

**II.** A Cambridge Higher School Certificate or passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level”.

**OR**

Equivalent qualifications to **I** and **II** above acceptable to the Public Service Commission.

**C.** Candidates should be computer literate.

Qualifications at **I** above should have been obtained prior to qualification at **II** above.

**NOTE 2**

Candidates selected under ‘**NOTE 1**’ will be appointed in a temporary capacity in the first instance and will be required to follow a course leading to the obtention of a diploma in one of the following areas of Arts – Cinema, Dance, Dramatic Arts or Music, as approved and arranged by the Ministry. On successful completion of the course, they will be considered for appointment as Arts Officer in a substantive capacity.

**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 (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.**

3. The Commission reserves the right to convene only the best qualified candidates for interview.
IV. **DUTIES AND SALARY**

1. To encourage the establishment and development of artistic and cultural organisations and help in promoting participation in activities, programmes and projects.

2. To assist in liaising with drama clubs, non-governmental organisations and socio-cultural groups and in motivating them in the organisation of drama festivals and artistic, cultural and/or leisure activities on a decentralised basis.

3. To assist in –

   (a) the selection and writing of scripts suited to local conditions;

   (b) the presentation and organisation of artistic and cultural programmes, shows and similar functions at regional, national and international levels;

   (c) the organisation of seminars, conferences and other training activities and competitions at regional, national and international levels; and

   (d) the organisation of artistic and cultural events.

4. To keep records of artistic and cultural events organised by the Drama Division and to prepare and submit progress reports/returns, as and when required.

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

6. To perform such other duties directed related to the main duties listed above or related to the delivery of the output and results expected from the Arts Officer in the roles ascribed to him.

**Note**

Arts Officers will be required to work at staggered hours.

The permanent and pensionable post carries salary in scale Rs 16,075 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 – 38,350 a month.

Appointment in a temporary capacity will draw a flat salary of Rs 16,075 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, 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 22 December 2016.**

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

Date: 02 December 2016