MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 124 OF 2016

Vacancy for Post of Information and Communication Manager (Response Team)
Ministry of Environment, Sustainable Development, and
Disaster and Beach Management
(National Disaster Risk Reduction)

Applications are invited from qualified candidates who wish to be considered for appointment as Information and Communication Manager (Response Team) in the Ministry of Environment, Sustainable Development, and Disaster and Beach Management (National Disaster Risk Reduction).

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 Journalism or Public Relations or Business Administration or Management from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.

B. Candidates should –

(i) reckon at least five years’ experience in information management;

(ii) have good knowledge of Information Technology including social media and networking;

(iii) possess strong analytical skills with a track record of producing high-quality written outputs and presenting them in public setting;

(iv) possess strong interpersonal skills with ability to establish and maintain effective working relationships with people of different backgrounds; and

(v) be able to work under pressure.

NOTE

1. Candidates should produce written evidence of experience/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 be responsible to the Director Response for the performance of the following duties –

(a) to disseminate accurate and timely information on policies and activities relating to disaster management;

(b) to establish positive and productive working relationships with the media;

(c) to be responsible for the production of audio-visual materials, pamphlets, posters and bulletins relating to disaster management in collaboration with the Training and Education team;

(d) to plan and organise publicity campaigns, exhibitions and displays;

(e) to promote, through publicity campaigns, the aims, intentions and actions of the National Disaster Risk Reduction and Management Centre;

(f) to act as primary interface between the National Disaster Risk Reduction and Management Centre and the media in the event of a disaster and in response to issues outside the purview of disaster response;

(g) to work with the media to link release of alerts, warnings and specific public protection notices in co-ordination with the ICT Specialist (Response) and the Disaster Monitoring Officer;

(h) to ensure that the information management and communication system supports the objectives of the key performance areas identified in the National Disaster Management Strategic Framework;

(i) to identify and incorporate additional specialised functionalities in the design of the information management and communication system for Disaster Risk Reduction and Management and to establish robust procedures for exchange of information during a disaster;

(j) to develop an integrated information management and communication system for disaster risk reduction management;

(k) to create awareness and promote a culture of risk avoidance, including managing national publicity campaigns and establishing good media relations;
(l) to maintain a comprehensive database for disasters in Mauritius and the Outer Islands and to ensure that all mapping and risk data are available to the public;

(m) to establish and maintain an effective information management system through social media, traditional media, websites and ensure clarity of messaging regarding disasters and their management;

(n) to work closely with other teams of the Centre by informing and seeking information from other work streams to ensure a clear and integrated approach; and

(o) to assist in the design and execution of simulation exercises, as and when required.

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

3. 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 and Communication Manager (Response Team) in the roles ascribed to him.

Note

The Information and Communication Manager (Response Team) will be required to work outside normal working hours including Saturdays, Sundays and Public Holidays and during cyclonic periods and other natural calamities and emergencies.

The permanent and pensionable post carries salary in scale Rs 38,350 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 62,950 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
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 Monday 26 December 2016.**

Date: 06 December 2016

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