Applications are invited from qualified candidates who wish to be considered for appointment as Marine Information Officer in the Shipping Division of the Ministry of Ocean Economy, Marine Resources, Fisheries, Shipping and Outer Islands.

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 diploma in Information Technology or Computer Studies or Information and Communication Technology from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.

B. Candidates should possess effective communication and interpersonal skills.

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 assist the Director of Shipping in the implementation of the Merchant Shipping Act.

2. To collect, classify and keep up-to-date records of all documents and reports from –

   (i) International Maritime Organisation (IMO);

   (ii) Indian Ocean Memorandum of Understanding on Port State Control (IOMOU);

   (iii) International Labour Organisation (ILO);
(iv) All Classification Societies with which the Ministry has an agreement for delegation of surveys and inspections;

(v) Djibouti Code of Conduct; and

(vi) Any other Maritime related organisation.

3. To produce, promulgate and keep records of the following documents –

(i) Notice to Mariners;

(ii) Merchant Shipping Notices;

(iii) Navigational Warnings;

(iv) Marine Guidance Notes;

(v) Marine Information Notes;

(vi) Piracy and security related warnings; and

(vii) Circular Letters.

4. To act as Liaison Officer to IMO and ILO and prepare all mandatory reports to be submitted to these organisations as per requirements.

5. To update and manage information on the website of the Shipping Division.

6. To manage the Shipping Division computerised data system, email accounts and web accounts and route all documents to appropriate sections.

7. To attend meetings and committees, as and when required.

8. To attend Court, Tribunals and other related institutions, as and when required.


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

11. 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 Marine Information Officer in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 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, 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 Monday 06 June 2016.**

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

**Date: 17 May 2016**