Applications are invited from qualified officers of the Government Printing Department who wish to be considered for appointment as Assistant Government Printer in the Department.

II. QUALIFICATIONS

A. By selection from among officers who hold appointment in a substantive capacity in any one of the following grades -

   (i) Senior Graphic Artist; and

   (ii) Printing Officer.

B. Candidates should possess –

   (i) a diploma in Printing Technology or Printing Administration or Management or Business Administration or in a relevant field from a recognised institution or an equivalent qualification acceptable to the Public Service Commission;

   (ii) interpersonal and communication skills; and

   (iii) leadership skills.

Note

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

III. ROLE AND RESPONSIBILITIES

To assume overall responsibility for receiving customers with their demands and solving their problems/complaints in the Printing Department.

IV. DUTIES AND SALARY

1. To assist the Government Printer in the discharge of his duties.

2. To prepare cost estimates for all printing jobs.

3. To plan methods of production to meet target dates.

4. To direct the operations of production control, particularly the development of efficient and economical practices and procedures.

5. To maintain printing output and quality.

6. To be responsible for security printing.

7. To use ICT in the performance of his duties.
8. 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 Assistant Government Printer in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 35,375 x 1,200 – 37,775 x 1,500 – 54,275 a month. However, for the year 2014, the incumbent would draw salary at the discounted rate in accordance with the Master Conversion Table of the Errors, Omissions and Anomalies Committee Report 2013.

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. Applications should be submitted in duplicate, the original to be sent directly to the Secretary, Public Service Commission and the duplicate through the Government Printer, Government Printing Department.

3. This circular together with the application form (PSC Form 7) are available on the website of the Public Service Commission at http://psc.gov.mu

4. On-line application can also be submitted through the government web portal at http://www.gov.mu

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

6. Candidates are 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 17 September 2014.

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

Date: 27 August 2014