Applications are invited from qualified candidates who wish to be considered for appointment as Communication/Liaison Officer in the Office of the Director of Public Prosecutions.

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 Communication Studies with specialisation in Journalism from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.

B. Candidates should -

(i) possess good communication and interpersonal skills;

(ii) be fluent in English and French; and

(iii) be computer literate.

NOTE

1. Candidates should produce written evidence of knowledge claimed.

2. The onus for the submission of written evidence of knowledge claimed and 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 in case of non-submission of written evidence of knowledge claimed and Equivalence Certificate, as appropriate, by the closing date.

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

IV. ROLE AND RESPONSIBILITIES

To be responsible for public relations, information and awareness in matters relating to the Office of the Director of Public Prosecutions.
V. DUTIES AND SALARY

1. To coordinate and implement public relations, information and education activities.

2. To maintain positive, effective operating relationships with stakeholders including public officials and public agency representatives, special interest groups and the public.

3. To direct and implement the development and implementation of a comprehensive public information plan.

4. To serve as liaison between the Office of the DPP, Supreme Court, administrative Office of the Courts and other judicial entities.

5. To attend to all correspondence from public and private queries.

6. To provide strategies for dealing with difficult issues publicly and for garnering positive press attention.

7. To develop general information materials such as Annual Report, Strategic plan and Newsletter of the Office.

8. To update the website of the office and develop communication strategies.

9. To attend Board meetings, prepare and present reports and make recommendations.

10. To take photographs, develop and maintain a historical record of significant events, activities and issues held at the DPP’s Office.

11. To carry out research work and assist Law Officers of the Office of the DPP in the development, planning and communication regarding new legislations.

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

13. 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 Communication/Liaison Officer in the roles ascribed to him.

The permanent and pensionable post carries salary in scale of 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.
VI. 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 Commissions/ 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 Officer.

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

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.

VII. 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 November 2017.

Date: 17 October 2017