Applications are invited from qualified candidates who wish to be considered for appointment as Temporary Graphic Artist in the Printing Department.

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:-
   (i) a Cambridge Higher School Certificate with a pass in Art at “Principal Level” or passes in at least two subjects including Art obtained on one certificate at the General Certificate of Education “Advanced Level”;
   (ii) (a) a certificate in Quark Xpress or InDesign (Adobe) from a recognised institution;
        (b) a certificate from a recognised institution in any one of the following softwares:
            Adobe Photoshop
            Adobe Illustrator
            Adobe Acrobat Professional
            or any upgraded version; and
   (iii) a diploma in Graphic Design or Fine Arts or Visual Arts or in a relevant field from a recognised institution

   OR

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

B. Candidates should 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 the creation of graphic works.

V. DUTIES AND SALARY

1. To assist the Senior Graphic Artist in the discharge of his duties.

2. To prepare/amend designs and layouts for books, magazines, posters and charts as per specifications or on his own judgement.

3. To advise on the appropriate techniques in the field of graphic arts.

4. To be responsible for the provision, use and storage of graphics materials and equipment.

5. To deal with clients and to hold brainstorming session(s) with customers prior to starting graphic work.

6. To perform photographic work.

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 Graphic Artist 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 – 40,800 x 1,525 – 42,325 a month.

Appointment in a temporary capacity in the grade carries a flat salary of Rs 19,575 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 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

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 Tuesday 24 October 2017.

Date: 04 October 2017

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