MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 91 OF 2017

Vacancy for Post of Assistant Hansard Reporter and Sub Editor
National Assembly

Applications are invited from qualified candidates who wish to be considered for appointment as Assistant Hansard Reporter and Sub Editor in the National Assembly.

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 Cambridge Higher School Certificate with a pass at “Principal Level” in English and French or passes in at least two subjects including English and French obtained on one certificate at the General Certificate of Education “Advanced Level” or an equivalent qualification acceptable to the Public Service Commission.

B. Candidates should -

(i) have the ability to use computer-assisted transcriptions and voice recognition technology;

(ii) have good knowledge of desktop publishing software;

(iii) have good pronunciation in English and French; and

(iv) 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. DUTIES AND SALARY

1. To assist the Hansard Reporter and Sub Editor –
   (i) in performing Annotation and report proceedings of Parliament, Committees and other international forum;
   (ii) in the transcription and sub-editing of Parliamentary Sittings, Committees and other international forum;
   (iii) in proofreading of Hansard and making corrections thereof for the Pre-Press Unit;
   (iv) in maintaining up-to-date information pertaining to Hansard; and
   (v) in the preparation of Table of Contents and Indexes for bound volumes of Hansard.

2. To recommend corrections for publication on website or for the Pre-Press Unit.

3. To undertake research to obtain information to clarify meaning and confirmations of reports.

4. To acquire knowledge of legislation, legislative procedures, Standing Orders and parliamentary processes.

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

6. 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 Hansard Reporter and Sub Editor in the roles ascribed to him.

Note

The Assistant Hansard Reporter and Sub Editor will be required to work at staggered hours.

The permanent and pensionable post carries salary in the scale Rs 14,050 x 275 – 15,150 x 300 – 15,750 x 325 – 17,700 x 375 – 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 31,725 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 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.

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 Wednesday 25 October 2017.

Date: 12 October 2017