MAURITIUS PUBLIC SERVICE
PUBLIC ADVERTISEMENT NO. 34 OF 2017

Vacancy for Post of Manager, Broadcast
National Assembly

Applications are invited from qualified candidates who wish to be considered for employment as Manager, Broadcast on a contractual basis in the National Assembly for an initial period of one year, which may be renewed thereafter.

II. AGE LIMIT

Candidates should not have reached their 65th birthday by the closing date for the submission of applications.

III. QUALIFICATIONS

A. Candidates should possess a degree in Broadcasting or Media Studies or Communication Studies from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.

B. Candidates should –

(i) reckon at least 10 years’ experience in a managerial position within the broadcasting industry with live studio, bureau and field production;

(ii) have a sound knowledge of latest media asset management, workflow engine, encoding and video play out systems;

(iii) have knowledge of broadcasting norms, as applicable;

(iv) have excellent interpersonal, leadership and managerial skills and the ability to manage technical staff and projects with ability to improve performance, output and quality;

(v) be familiar with Parliamentary practice and procedures;

(vi) possess integrity and be accountable; and

(vii) be computer literate.

NOTE

1. Candidates should produce written evidence of experience/knowledge claimed.

2. The onus for the submission of written evidence of experience/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 experience/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 to the Clerk of the National Assembly, for the co-ordination and smooth running of the Broadcast Unit in compliance with “Rules of Coverage” and other rules and guidelines issued by the Standing Broadcasting Committee and to give full, balanced, fair and accurate account of proceedings, with the aim of informing viewers about the work of the Assembly.

V. DUTIES

1. To lead, manage and operate the Broadcast Unit, including the co-ordination of the strategic aspects of the operation in line with the “Rules of Coverage” and other rules and guidelines issued by the Standing Broadcasting Committee.

2. To oversee the staff of the Unit, ensure effective supervision, and evaluate the performance of staff members.

3. To define and inspire quality work and effective communication.

4. To intervene and provide hands-on work intervention, as and when required.

5. To manage, maintain and update infrastructure on a network-wide basis.

6. To use latest media asset management, workflow, encoding and video play out systems.

7. To prepare and submit technical reports, as required.

8. To provide training and guidance to subordinate staff.

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

10. 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 Manager, Broadcast in the roles ascribed to him.

Note

The Manager, Broadcast will be required to work at staggered hours.

VI. SALARY, TERMS AND CONDITIONS OF EMPLOYMENT

The selected candidate will be offered either assignment of duties against the vacancy, if he/she is a serving officer or contract employment, if he/she is not in the Public Service.
The terms and conditions are as follows:

A. **Assignment of duties against the vacancy**

A public officer on permanent and pensionable establishment assigned the duties of Manager, Broadcast will be eligible for an allowance representing the difference between the negotiated salary plus salary compensation at the approved rate and the salary drawn by the incumbent in his/her substantive post. The officer will benefit from all privileges attached to the post in accordance with the regulations governing employment in the Public Service.

B. **Contract Employment**

1. **Salary:** Negotiable in the range of Rs 38,350 – Rs 62,950 a month.
2. **Travelling allowance:** In accordance with regulations in force.
3. **Leave:**
   - **Sick Leave:** At the rate of 21 working days for every year of contract. Sick leave is not accumulative and is not convertible into cash.
   - **Annual Leave:** At the rate of 21 working days for every year of contract. Annual leave not taken may be cashed at the end of every year of contract or may be accumulated.
4. **Passage Benefits:** Passage benefits at the rate of 5% of the annual salary.
   
   No passage benefits will be earned during the 21 days annual leave taken or cashed.
5. **Gratuity:** At the rate of two months’ salary on completion of 12 months’ satisfactory service.

6. **Termination of contract**
   - (i) The Government may at any time determine the employment of the officer by giving one month’s notice in writing or by paying one month’s salary.
   - (ii) The officer may resign from his/her employment by giving one month’s notice in writing or by paying one month’s salary to the Government.
   - (iii) Should the officer, in any manner misconduct himself/herself, the Government may terminate his/her employment forthwith and thereupon all the rights and advantages reserved shall cease.
VII. 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

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.

VIII. CLOSING DATE

Applications should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side, not later than 3.00 p.m. on Thursday 08 June 2017.

Date: 19 May 2017

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