Applications are invited from qualified candidates who wish to be considered for appointment as Publicity/Documentation Officer in the Prime Minister’s Office (Government Information Service).

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**

Candidates should possess:

A. A Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained on one certificate or Passes not below Grade C in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained on one certificate at the General Certificate of Education “Ordinary Level” or an equivalent qualification acceptable to the Public Service Commission.

**Note**

Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at “Principal Level” and one subject at “Subsidiary Level” as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations.

B. A Certificate in Library Studies or a Certificate in Librarianship and Information Science from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.

C. Candidates should be computer literate and have knowledge of computer software packages.

Candidates should produce written evidence of knowledge claimed.
Note

1. **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.**

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

### IV. DUTIES AND SALARY

1. To catalogue, classify and index books, reports, periodicals, newspapers, official press releases and other reference materials.

2. To make clipping of news items of a critical and informative nature and to classify them in specific files.

3. To despatch press communiqués and other publications issued by Ministries/Departments.

4. To assist in –
   
   (i) keeping record of Government paid publicity to the press and verifying claims before payment; and

   (ii) the issue of press cards and keeping of a register.

5. To carry out operations in connection with the digitisation of newspaper clippings, documents and recording for inputs into the Documentation Management System.

6. To keep newspaper collections for binding.

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 Publicity/Documentation Officer in the roles ascribed to him.

**Note**

Publicity/Documentation Officers will be required to work at staggered hours.

The permanent and pensionable post carries salary in the scale of Rs 14,325 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 – 30,175 a month.
V. **MODE OF APPLICATION**

1. Qualified candidates should submit their applications 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. Applicants 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](http://psc.govmu.org)

4. Candidates are encouraged to submit on-line application through the government web portal at [http://www.govmu.org](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 Tuesday 08 August 2017.**

**Date: 19 July 2017**