Vacancies 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 or Literature in English and French or Passes in at least two subjects including English or Literature in 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) be proficient in English and French; and

   (ii) be computer literate.

NOTE

Selected candidates will be required to follow on-the-job training in computer-assisted transcriptions, voice accent training and voice recognition technology and desktop publishing software.

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. Candidates may be required to sit for a written examination as part of the selection process.
4. The Commission reserves the right:
   (i) to convene only the best qualified candidates for interview; and
   (ii) not to make any appointment following this advertisement.

IV. **DUTIES AND SALARY**

1. To assist the Hansard Reporter and Sub Editor –
   (i) in performing Annotation and report proceedings of Parliament Sittings, Committees and other international forums;
   (ii) in the transcription and sub editing of Parliamentary Sittings, Committees and other international forums;
   (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 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 are advised to submit their application **electronically** at the following address:

   http://psc.govmu.org/English/Pages/PscHomepage.aspx

2. Candidates may also apply electronically at the Enquiry Counter of the Public Service Commission, 7, Louis Pasteur Street, Forest Side from 9.00 a.m to 3.30 p.m on weekdays and **not later than 3.00 p.m on the closing date**.

3. Candidates are requested to follow the procedures that can be accessed through the **“How to Apply”** option on the above address.

4. Candidates already in the Service should submit a printed copy of their electronic Application Form, **duly signed**, through their respective Supervising/Responsible Officer.

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. For queries regarding **Username & Password**, the Government Online Centre (GOC) may be contacted on the e-mail: **support@ncb.mu** or on phone number **454 9955**.

7. For **technical support and other queries**, the helpdesk of the Public Service Commission may be contacted on the e-mail address **pdsc@govmu.org** or phone number **670 9705** or fax number **670 3417**.

8. Candidates are also advised to read carefully the **“NOTES AND INSTRUCTIONS FOR ONLINE APPLICATION (in response to Public Advertisement)”** before filling in the Application Form. Care should be taken to fill in the online Application Form correctly. **Incomplete, inadequate or inaccurate filling of the Application Form may entail elimination of the applicant.**

9. The Commission reiterates its request to candidates to submit their application electronically. However, qualified candidates not applying online may 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.
VI. CLOSING DATE

Applications should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side **not later than 3.00 p.m. (local time) on Wednesday 28 August 2019**. Applications received after the specified closing date and time will **not** be considered.

**Date: 15 August 2019**

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