Vacancy for the Post of Assistant Director, Information Services
Prime Minister’s Office (Government Information Service)

Applications are invited from qualified officers of the Prime Minister’s Office (Government Information Service) who wish to be considered for appointment as Assistant Director, Information Services in the Government Information Service of the Prime Minister’s Office.

II. QUALIFICATIONS

A. By selection from among officers in the grade of Principal Information Officer who -
   (i) reckon at least three years’ service in a substantive capacity in the grade; and
   (ii) hold a degree from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.

B. Candidates should be:
   (i) fluent in English and French, both written and spoken;
   (ii) able to motivate and lead a team of officers for the implementation of strategies;
   (iii) familiar with IT and electronic media; and
   (iv) capable of developing communication strategies drawing on the whole communication mix.

Note: The onus for the submission of equivalence of qualification (if applicable) from the relevant authorities rests on the candidates.

III. DUTIES AND SALARY

1. To assist the Director, Information Services in the day-to-day running of the Government Information Service and to deputise for him, whenever required.

2. To co-ordinate and monitor the activities of all sections.

3. To prepare official reports and press release.

4. To maintain regular contact with all information media in Mauritius and overseas, as appropriate.

5. To keep track of information relating to Mauritius or published in the international media and on the internet and to ensure follow-up action, as appropriate.

6. To be responsible to the Director, Information Services for the efficient management of the assets of the Government Information Service.
7. To assist in the modernisation of the communication equipment of the Government Information Service.

8. To organise training programmes for staff.

9. To perform such cognate duties as may be assigned.

**Note**

The Assistant Director, Information Services may be required to work outside normal working hours, during weekends and Public Holidays.

The permanent and pensionable post carries salary in scale Rs 60,575 x 1,800 – 69,575 x 2,425 – 72,000 x 2,500 – 77,000 a month plus salary compensation at approved rates.

**IV. 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. Applications should be submitted **in duplicate**, the original to be sent directly to the Secretary, Public Service Commission and the duplicate through the Secretary for Home Affairs, Prime Minister’s Office (Government Information Service).

3. This circular together with 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. On-line application can also be submitted 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 encouraged to submit their e-mail address.

6. Candidates are 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.

**V. CLOSING DATE**

Applications should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side, **not later than 3.00 p.m. on 23 June 2015.**

Date: 03 June 2015.