Vacancy for Post of Principal Arts Officer
Ministry of Arts and Culture

Applications are invited from qualified officers of the Ministry of Arts and Culture who wish to be considered for appointment as Principal Arts Officer in the Ministry.

II. QUALIFICATIONS

By selection from among officers in the grade of Senior Arts Officer who reckon at least three years’ service in a substantive capacity in the grade and who -

(a) possess good organising abilities; and

(b) have good communication and interpersonal skills.

III. ROLE AND RESPONSIBILITIES

To assist the Chief Arts Officer in ensuring the smooth running of the Drama Section and in facilitating the promotion and development of arts and culture.

IV. DUTIES AND SALARY

1. To assist in –

   (i) the implementation of Government policies and programmes relating to arts and culture;

   (ii) designing and mounting staff development programmes for officers under his responsibility;

   (iii) the organisation of seminars, conferences, workshops and other training activities, competitions and cultural programmes at regional, national and international levels; and

   (iv) the establishment and development of artistic and cultural organisations and in promoting their participation in activities, programmes and projects.

2. To ensure the proper utilisation, maintenance, renewal and extension of the infrastructure of the Section and equipment for drama and other artistic and cultural activities.

3. To plan, supervise and co-ordinate the work of officers working under his responsibility.

4. To be responsible for designing, mounting and conducting training programmes in artistic fields for public officers and the public in general and organising artistic and cultural events.

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 Principal Arts Officer in the roles ascribed to him.
Note

Principal Arts Officers will be required to work at staggered hours.

The permanent and pensionable post carries salary in scale Rs30,575 × 900 – Rs34,175 × 1,200 – Rs37,775 × 1,500 – Rs45,275 a month plus salary compensation at approved rates.

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 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 Permanent Secretary, Ministry of Arts and Culture.

3. This circular together with the application form (PSC Form 7) are available on the website of the Public Service Commission at http://psc.govmu.org.

4. On-line application can also be submitted 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 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.

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 22 June 2015.

Date: 2 June 2015

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