Vacancy for Post of Assistant Secretary, Film Classification Board
Ministry of Arts and Culture (Film Classification Board)

Applications are invited from qualified officers who wish to be considered for appointment as Assistant Secretary, Film Classification Board in the Ministry of Arts and Culture (Film Classification Board).

II. QUALIFICATIONS

By selection from among serving officers who are drawing a basic salary of not less than Rs 19,200 and who -

(i) possess a diploma in Social Work or Communication Studies or Management or Administration or Humanities from a recognised institution or an equivalent qualification acceptable to the Public Service Commission;

(ii) have good administrative and organising abilities; and

(iii) possess good communication and interpersonal skills.

NOTE

The Assistant Secretary, Film Classification Board will be required to follow successfully an approved course leading to a degree in Social Work or Communication Studies or Management or Administration or Humanities from a recognised institution to be eligible for consideration for promotion as Secretary, Film Classification Board.

Note

The onus for the submission of 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 failing the non-submission of Equivalence Certificate, as appropriate, by the closing date.

III. DUTIES AND SALARY

1. To assist the Secretary, Film Classification Board in the performance of his duties.

2. To be responsible for –

   (a) customs clearance of films; and

   (b) the compilation of information and input of data regarding the activities of the Film Classification Board.
3. To record entries in different registers of the Film Classification Board and prepare relevant statements for payment of fees to censors.

4. To ensure that all data input are up to date and accurate.

5. To submit reports/statistics on the activities of the Film Classification Board, as may be required.

6. To supervise and monitor the work of subordinate staff.

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 Assistant Secretary, Film Classification Board in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 20,525 x 475 – 21,950 x 625 – 23,200 x 775 – 32,500 x 925 – 37,125 x 1,225 – 38,350 a month.

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 their respective Supervising/Responsible Officers.

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](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.**
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 Tuesday 07 February 2017.

Date: 18 January 2017

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