PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 13 OF 2016

Vacancy for the Post of Principal Publicity/Documentation Officer
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 Principal Publicity/Documentation Officer in the Government Information Service of the Prime Minister’s Office.

II. QUALIFICATIONS

By selection from among officers in the grade of Senior Publicity/Documentation Officer who -

(a) reckon an aggregate of 10 years’ service in a substantive capacity in the grades of Senior Publicity/Documentation Officer and Publicity/Documentation Officer;

(b) possess a diploma in Library and Information Science from a recognised institution or an equivalent qualification acceptable to the Public Service Commission; and

(c) possess strong supervisory, communication and interpersonal skills.

Note: The onus for the submission of equivalence of qualification (if applicable) from the relevant authorities (Tertiary Education Commission or Mauritius Qualification Authority) rests on the candidates. Applications will not be considered failing the non-submission of Equivalence Certificate, as appropriate, by the closing date.

III. ROLE AND RESPONSIBILITIES

To assist in the efficient functioning of the Documentation Unit/Press Section and for the setting up/operation of a computerised system for the storage and quick retrieval of information and data.

IV. DUTIES AND SALARY

1. To assist the Head, Documentation Unit in the administration and management of the Publicity/Documentation Unit and ensure the smooth running of the Press Section.

2. To select, acquire, access, classify, catalogues and index library materials.

3. To co-ordinate and supervise the work of officers of the Documentation Unit/Press section.
4. To be responsible for stock-taking, shelf-reading, stock-editing and the development and weeding of library collection.

5. To maintain and keep up-to-date records, catalogues, indexes and special files.

6. To supervise general operations in the Press Section.

7. To assist the Head, Documentation Unit in the management and update of the Documentation Management System/Library Information System.

8. To be responsible for the compilation of speeches and dossiers on Government projects and programmes and on issues/subjects of public interest.

9. To charge and discharge library materials and ensure recovery of overdue materials.

10. To provide inputs in connection with local and overseas requests for information.

11. To search and retrieve information from electronic systems such as Internet, CD-ROMs and other electronic media.

12. To provide research assistance, reference and bibliographical services to users.

13. To attend to information work comprising statistics, data analysis and bibliographical enquiries.

14. To use ICT in the performance of his duties.

15. 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 Publicity/Documentation Officer in the roles ascribed to him.

**Note**

The Principal Publicity/Documentation Officer will be required to work at staggered hours.

The permanent and pensionable post carries salary in scale Rs 20,675 x 750 – 29,675 x 900 – 34,175 x 1,200 – 35,375 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 Secretary for Home Affairs, Prime Minister’s Office (Government Information Service).

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. Candidates are encouraged to submit on-line application 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 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 12 April 2016.

Date: 23 March 2016

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