Applications are invited from qualified candidates who wish to be considered for appointment as Theatre Manager in the Ministry of Arts and Culture.

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 degree in Management or Human Resource Management or Performing Arts Management or Leisure and Recreational Management or an equivalent qualification acceptable to the Public Service Commission.

B. Candidates should –

(i) reckon at least four years’ experience in the management of a theatre or a similar entity;

(ii) possess good supervisory and administrative skills; and

(iii) be computer literate.

NOTE

1. Candidates should produce written evidence of experience/knowledge claimed.

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

3. The Commission reserves the right to convene only the best qualified candidates for interview.
IV. **DUTIES AND SALARY**

1. To be responsible to the Director of Culture for the day-to-day administration of the theatres and recording studio, including matters pertaining to human resources, finance and procurement and supply.

2. To advise management on the formulation of policies on matters relating to the administration of the theatres operating under the Ministry.

3. To be responsible for the day-to-day administration as well as for all assets and equipment of the theatres and recording studio.

4. To prepare maintenance and servicing schedule for plant, equipment and projectors.

5. To make necessary arrangements for protocol, liaise with staff and stakeholders of the Ministry in connection with events/functions/activities, as and when required.

6. To assist the Director of Culture in the organisation and management of cultural events, including National and Regional Festivals and shows organised by the Ministry.

7. To submit regular reports on the activities of the theatres and to highlight shortcomings, if any.

8. To prepare overall annual budget of the theatres.

9. To process booking of the theatres and maintain a calendar of events/activities.

10. To be in charge of and monitor maintenance and renovation works at the theatres.

11. To supervise Technicians and other officers posted at the theatres.

12. To submit proposals for training of officers posted at the theatres, as may be required.

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

14. 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 Theatre Manager in the roles ascribed to him.

**Note**

The Theatre Manager may be required to work at staggered hours.
The permanent and pensionable post carries salary in scale Rs 23,675 x 750 – 29,675 x 900 – 34,175 x 1,200 – 37,775 x 1,500 – 52,775 a month. However, for the year 2014, the incumbent would draw salary at the discounted rate of Rs 23,380 in accordance with the Master Conversion Table of the Errors, Omissions and Anomalies Committee Report 2013.

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. Candidates already in service should submit their application 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 advertisement together with the application form (PSC Form 7) are available on the website of the Public Service Commission at http://psc.gov.mu

4. On-line application can also be submitted through the government web portal at http://www.gov.mu

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 Thursday 25 September 2014.

Date: 05 September 2014

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