

**PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 17 of 2024**

**Vacancy for Post of Principal Arts Officer**  
**Ministry of Arts and Cultural Heritage**

Applications are invited from qualified officers of the Ministry of Arts and Cultural Heritage 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 -

- (i) possess good organising abilities; and
- (ii) 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 Rs 34,825 x 825 – 35,650 x 900 – 37,450 x 950 – 42,200 x 1,300 – 46,100 x 1,575 – 49,250 x 1,650 – 54,200 a month.

**V. MODE OF APPLICATION**

1. Qualified candidates should submit their application **electronically** *via* the website of the Public Service Commission at the following address:  
**<https://psc.govmu.org>**
2. Candidates are requested to follow the procedures that can be accessed through the **“How to Apply”** option on the above address.
3. Candidates **should** also submit a printed copy of their Application Form, **duly signed**, through the Permanent Secretary, Ministry of Arts and Cultural Heritage.
4. For queries regarding **Username and Password**, the Government Online Centre (GOC) may be contacted on the e-mail address **support@ncb.mu** or on phone number **454 9955**.
5. For **technical support and other queries**, the helpdesk of the Public Service Commission may be contacted on the e-mail address **pdsc@govmu.org** or phone number **670 9705** or fax number **670 3417**.

6. Candidates are also advised to read carefully the “**NOTES AND INSTRUCTIONS FOR ONLINE APPLICATION (in response to PSC Circular Notes)**” before filling in the Application Form. Care should be taken to fill in the online Application Form correctly. **Incomplete, inadequate or inaccurate filling of the Application Form may entail elimination of the candidate.**

## **VI. CLOSING DATE**

Online Applications should be submitted **not later than 15 00 hours (local time) on Monday 15 April 2024.** Applications received after the specified closing date and time will **not** be considered.

**Date: 26 March 2024**

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