

MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 82 OF 2021

**Vacancy for Post of Operations Officer, Broadcast
National Assembly**

Applications are invited from qualified candidates who wish to be considered for appointment as Operations Officer, Broadcast in the National Assembly.

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 diploma in Broadcasting or Telecommunications or Electronic Studies from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.

B. Candidates should –

- (i) have sound knowledge of and experience in, latest media asset management, workflow engine, encoding and video play out systems;
- (ii) have knowledge of broadcasting norms, as applicable;
- (iii) keep abreast of constant changes in broadcasting technology by investigating new systems, techniques and equipment;
- (iv) have strong communication, interpersonal and supervisory skills;
- (v) have the ability to work under pressure; and
- (vi) be computer literate.

NOTE

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

2. **The onus for the submission of written evidence of experience/knowledge claimed and equivalence of qualification (if applicable) from the relevant authorities (Higher Education Commission or Mauritius Qualifications Authority) rests on the candidates. Applications will not be considered in case of non-submission of written evidence of experience/knowledge claimed and Equivalence Certificate, as appropriate, by the closing date.**
3. Candidates may be required to take part in a written examination.
4. The Commission reserves the right –
 - (i) to convene **only** the best qualified candidates for interview; and
 - (ii) not to make any appointment following this advertisement.

IV. DUTIES AND SALARY

1. To be responsible to the Manager, Broadcast for providing assistance in the day-to-day running of the Broadcast Unit of the National Assembly.
2. To provide first-line maintenance and support of a range of broadcast television equipment – Camera Channels, Lenses, Fibre, Recording and Media Asset Management (M.A.M.) System, Audio Conferencing Systems, Deep Archives, Audio Visual equipment that includes displays, video conferencing and Personal Computers.
3. To investigate new systems, techniques and equipment.
4. To supervise the day-to-day workflow of Assistant Operations Officers, Broadcast by providing guidance and direction with a view to facilitating the proper functioning of the Unit.
5. To provide and submit technical reports on equipment maintenance and test results.
6. To monitor all outgoing television signals and make corrections, when necessary, to ensure proper broadcast quality.
7. To supervise the equipment audit function and maintain proper records and logs thereof.

8. To use latest media asset management, workflow engine, encoding and video play out systems.
9. To perform administrative duties in connection with production and broadcasting.
10. To use ICT in the performance of his duties.
11. 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 Operations Officer, Broadcast in the roles ascribed to him.

Note

The Operations Officer, Broadcast will be required to work at staggered hours.

The permanent and pensionable post carries salary in scale Rs 21,850 x 375 – 22,225 x 400 – 23,425 x 525 – 26,050 x 675 – 27,400 x 825 – 35,650 x 900 – 37,450 x 950 – 42,200 x 1,300 – 46,100 x 1,575 – 47,675 a month.

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 Public Service, Administrative and Institutional 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 Commissions/Embassies overseas.
2. Candidates already in the 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 Officer/Responsible Officer.
3. This advertisement together with the Application Form (PSC Form 7) are available on the website of the Public Service Commission at **<https://psc.govmu.org>**
4. Acknowledgement of applications will be made, as far as possible, by **e-mail**. Candidates are, therefore, advised to submit their e-mail address.

5. 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 candidate.**

VI. CLOSING DATE

Application Forms should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side, **not later than 15 00 hours (local time) on Wednesday 15 December 2021.** Application Forms received after the specified closing date and time will **not** be considered.

Date: 25 November 2021

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