

PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 20 of 2022

Vacancy for Post of Deputy Director of Culture
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 Deputy Director of Culture in the Ministry.

II. QUALIFICATIONS

By selection from among officers in the grade of Principal Culture Officer who reckon at least two years' service in a substantive capacity in the grade and who –

- a) possess good interpersonal and leadership skills;
- b) have managerial and problem solving abilities; and
- c) demonstrate professional competence.

III. ROLE AND RESPONSIBILITIES

To support the Director of Culture in the daily technical operations of the Ministry while ensuring adherence to its artistic and cultural missions and strategic plan.

IV. DUTIES AND SALARY

1. To be responsible to the Director of Culture for –
 - (i) project planning and management;
 - (ii) implementation and supervision of programmes and activities;
 - (iii) planning and monitoring the work of officers of the Arts and Culture Cadres;
 - (iv) conducting training sessions in the organisation of artistic and cultural activities; and
 - (v) preparing marketing strategies for artistic and cultural activities;
2. To assist the Director of Culture in the performance of his duties.
3. To use ICT in the performance of his duties.
4. 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 Deputy Director of Culture in the roles ascribed to him.

NOTE

The Deputy Director of Culture will be required to work outside normal working hours including Sundays and Public Holidays.

The permanent and pensionable post carries salary in scale Rs 68,000 x 1,800 – 69,800 x 2,000 – 75,800 x 2,150 – 82,250 x 3,000 – 88,250 x 3,125 – 94,500 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 Wednesday 27 April 2022.** Applications received after the specified closing date and time will **not** be considered.

Date: 07 April 2022

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