Applications are invited from qualified candidates who wish to be considered for appointment as Assistant Hansard Editor in the National Assembly.

**Note:** Candidates who applied for the post in response to Public Advertisement No. 54 of 2019 dated 07 June 2019 should submit fresh applications.

II. **AGE LIMIT**

Candidates, unless already in the Service, should not have reached their 45th birthday by the closing date for the submission of applications.

III. **QUALIFICATIONS**

A. Candidates should possess a joint degree in English and French from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.

B. Candidates should –

   (i) reckon at least two years’ experience in editing;

   (ii) possess good communication and interpersonal skills;

   (iii) have sense of responsibility, trustworthiness and discretion;

   (iv) be customer-oriented; and

   (v) 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 assist the Hansard Editor in editorial duties and proofreading of Hansards.

2. To monitor and follow up on updated and revised versions of Hansard.

3. To review Hansard policies, practices and procedures.

4. To identify issues and factors that may arise with regard to the production of verbatim reports in view of initiating appropriate measures and setting up of action plans.

5. To assist the Hansard Editor in the day-to-day management of the Hansard Unit.

6. To provide appropriate coaching to the Hansard Reporter Cadre.

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

8. 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 Assistant Hansard Editor in the roles ascribed to him.

Note

The Assistant Hansard Editor will be required to work at staggered hours.

The permanent and pensionable post carries salary in scale Rs 27,400 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 x 1,700 – 62,700 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 Form **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](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 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 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 Monday 15 May 2023.** Application Forms received after the specified closing date and time will **not** be considered.

Date: 25 April 2023

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