

MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 124 OF 2023

Vacancy for Post of Graphic Artist
Government Printing Department

Applications are invited from qualified candidates who wish to be considered for appointment as Graphic Artist in the Government Printing Department.

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 diploma in Graphic Design or Fine Arts or Visual Arts or Digital Arts or Graphic Design and Multimedia from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.
- B. Candidates should –
- (i) have working knowledge in design software;
 - (ii) demonstrate knowledge of updated technology in Graphic Design;
 - (iii) produce a (Physical) portfolio of his own design creations; and
 - (iv) be able to work in a team and be able to meet tight deadlines.

NOTE

Selected candidates will be required to undergo on-the-job training under the supervision of the Senior Graphic Artist for a period of at least six months, in all aspects of the work of a Graphic Artist, as approved and arranged by the Government Printing Department.

Note

1. Candidates should produce written evidence of knowledge claimed.
2. **The onus for the submission of written evidence of 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 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. ROLE AND RESPONSIBILITIES

To be responsible for the creation of graphic works.

V. DUTIES AND SALARY

1. To assist the Senior Graphic Artist in the performance of his duties.
2. To design/amend artworks mainly destined to printing press such as books, magazines, posters and charts as per specifications or on the basis of his own judgement.
3. To advise on the appropriate techniques in the field of graphic arts.
4. To be responsible for the use and storage of graphics materials and equipment.
5. To hold meetings with customers prior to starting graphic work and liaise with clients during the design process.
6. To perform photographic/illustrations work.
7. To operate Macintosh/PC Graphic Stations and other graphic equipment using graphic/desktop publishing software such as Adobe Photoshop, InDesign and Illustrator.
8. To use ICT in the performance of his duties.
9. 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 Graphic Artist in the roles ascribed to him.

Note

In case of a force majeure/public emergency, the Graphic Artist is required to be available to provide his services to ensure business continuity either through work from home, remote working, working online or work performed through any other IT system.

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.

VI. 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>**
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.**

VII. 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 09 October 2023.** Application Forms received after the specified closing date and time will **not** be considered.

Date: 19 September 2023

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