

MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 104 OF 2023

**Vacancies for Post of Publicity/Documentation Officer
Prime Minister's Office (Government Information Service)**

Applications are invited from qualified candidates who wish to be considered for appointment as Publicity/Documentation Officer in the Prime Minister's Office (Government Information Service).

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

Candidates should:

- A. possess a Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained on one certificate or passes not below Grade C in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained on one certificate at the General Certificate of Education "Ordinary Level" or an equivalent qualification acceptable to the Public Service Commission.

Note

Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at "Principal Level" and one subject at "Subsidiary Level" as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations.

- B. possess a Certificate in Library Studies or a Certificate in Librarianship and Information Science from a recognised institution or an equivalent qualification acceptable to the Public Service Commission; and
- C. be computer literate and have knowledge of computer software packages.

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. DUTIES AND SALARY

1. To catalogue, classify and index books, reports, periodicals, newspapers, official press releases and other reference materials.
2. To make clipping of news items of a critical and informative nature and to classify them in specific files.
3. To despatch press communiqués and other publications issued by Ministries/Departments.
4. To assist in –
 - (i) keeping record of Government paid publicity to the press and verifying claims before payment; and
 - (ii) the issue of press cards and keeping of a register.
5. To carry out operations in connection with the digitisation of newspaper clippings, documents and recording for inputs into the Documentation Management System.
6. To keep newspaper collections for binding.
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 Publicity/Documentation Officer in the roles ascribed to him.

Note

Publicity/Documentation Officers will be required to work at staggered hours.

The permanent and pensionable post carries salary in scale Rs 17,045 x 260 – 17,825 x 275 – 18,925 x 300 – 19,525 x 325 – 21,475 x 375 – 22,225 x 400 – 23,425 x 525 – 26,050 x 675 – 27,400 x 825 – 34,825 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>**
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 Thursday 07 September 2023.** Application Forms received after the specified closing date and time will **not** be considered.

Date: 18 August 2023

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