

MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 108 OF 2023

**Vacancies for Post of Assistant Hansard Reporter and Sub Editor
National Assembly**

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

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 Cambridge Higher School Certificate with a pass at "Principal Level" in English or Literature in English and French or passes in at least two subjects including English or Literature in English and French obtained on one certificate at the General Certificate of Education "Advanced Level" or an equivalent qualification acceptable to the Public Service Commission.
- B. Candidates should –
- (i) be proficient in English and French; and
 - (ii) be computer literate.

NOTE

Selected candidates will be required to follow on-the-job training in computer-assisted transcriptions, voice accent training and voice recognition technology and desktop publishing software.

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 assist the Hansard Reporter and Sub Editor –
 - (i) in performing Annotation and report proceedings of Parliament Sittings, Committees and other international forums;
 - (ii) in the transcription and sub editing of Parliamentary Sittings, Committees and other international forums;
 - (iii) in proofreading of Hansard and making corrections thereof for the Pre-Press Unit;
 - (iv) in maintaining up-to-date information pertaining to Hansard; and
 - (v) in the preparation of Table of Contents and Indexes for bound volumes of Hansard.
2. To recommend corrections for publication on website or for the Pre-Press Unit.
3. To undertake research to obtain information to clarify meaning and confirmations of reports.
4. To acquire knowledge of legislation, legislative procedures, Standing Orders and parliamentary processes.
5. To use ICT in the performance of his duties.
6. 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 Reporter and Sub Editor in the roles ascribed to him.

Note

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

The permanent and pensionable post carries salary in scale Rs 17,305 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 – 35,650 x 900 – 36,550 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 Tuesday 05 September 2023.** Application Forms received after the specified closing date and time will **not** be considered.

Date: 23 August 2023

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