

MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 59 OF 2024

Vacancies for Post of Arts Officer
Ministry of Arts and Cultural Heritage

Applications are invited from qualified candidates who wish to be considered for appointment as Arts Officer in the Ministry of Arts and Cultural Heritage.

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

1. Candidates should possess -

- A.** a Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level”; and
- B.** a diploma obtained after having successfully completed a one-year full time course or a two-year part-time course from a recognised institution in any of the following areas of Arts –
 - Cinema
 - Dance
 - Dramatic Arts
 - Music

OR

Equivalent qualifications to **A** and **B** above acceptable to the Public Service Commission.

NOTE 1

In the absence of qualified candidates, by selection from among candidates who possess –

- I.** (i) a Cambridge School Certificate with credit in at least five subjects, including two languages spoken in Mauritius, obtained at not more than two sittings or
 - (ii) passes not below Grade C in at least five subjects, including two languages spoken in Mauritius, obtained at not more than two sittings at the General Certificate of Education “Ordinary Level” provided that at one of the sittings, passes have been obtained either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject.

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.

- II.** a Cambridge Higher School Certificate or passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level”.

OR

Equivalent qualifications to **I** and **II** above acceptable to the Public Service Commission.

Qualifications at **I** above should have been obtained prior to qualification at **II** above.

2. Candidates should be computer literate.

NOTE 2

Candidates selected under '**NOTE 1**' will be appointed in a temporary capacity in the first instance and will be required to follow a course leading to the obtention of a diploma in one of the following areas of Arts – Cinema, Dance, Dramatic Arts or Music, as approved and arranged by the Ministry. On successful completion of the course, they will be considered for appointment as Arts Officer in a substantive capacity.

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 encourage the establishment and development of artistic and cultural organisations and help in promoting participation in activities, programmes and projects.
2. To assist in liaising with drama clubs, non-governmental organisations and socio-cultural groups and in motivating them in the organisation of drama festivals and artistic, cultural and/or leisure activities on a decentralised basis.
3. To assist in –
 - (a) the selection and writing of scripts suited to local conditions;
 - (b) the presentation and organisation of artistic and cultural programmes, shows and similar functions at regional, national and international levels;
 - (c) the organisation of seminars, conferences and other training activities and competitions at regional, national and international levels; and
 - (d) the organisation of artistic and cultural events.
4. To keep records of artistic and cultural events organised by the Drama Division and to prepare and submit progress reports/returns, as and when required.
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 Arts Officer in the roles ascribed to him.

Note

Arts Officers will be required to work at staggered hours.

The permanent and pensionable post carries salary in scale Rs 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 – 37,450 x 950 – 42,200 x 1,300 – 44,800 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 Monday 26 August 2024**. Application Forms received after the specified closing date and time will **not** be considered.

Date: 06 August 2024

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