

PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 18 OF 2026

Vacancy for Post of Assistant Director, Information Services (to be restyled Deputy Director, Information Services) Prime Minister's Office (Government Information Service)

Applications are invited from qualified officers of the Prime Minister's Office (Government Information Service) who wish to be considered for appointment as Assistant Director, Information Services (to be restyled Deputy Director, Information Services) in the Government Information Service.

II. QUALIFICATIONS

- A. By selection from among officers in the grade of Principal Information Officer who:-
- (i) reckon at least three years' service in a substantive capacity in the grade; and
 - (ii) hold a degree from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.
- B. Candidates should be:-
- (i) fluent in English and French, both written and spoken;
 - (ii) able to motivate and lead a team of officers for the implementation of strategies;
 - (iii) familiar with IT and electronic media; and
 - (iv) capable of developing communication strategies drawing on the whole communication mix.

NOTE

The onus for the submission of equivalence of qualification (if applicable) from the relevant authorities (Higher Education Commission or Mauritius Qualifications Authority) rests with the candidates. Applications will not be considered in case of non-submission of Equivalence Certificate by the closing date.

III. DUTIES AND SALARY

1. To assist the Director, Information Services in the day-to-day running of the Government Information Service and to deputise for him, whenever required.

2. To co-ordinate and monitor the activities of all sections.
3. To prepare official reports and press release.
4. To maintain regular contact with all information media in Mauritius and overseas, as appropriate.
5. To keep track of information relating to Mauritius or published in the international media and on the Internet and to ensure follow-up action, as appropriate.
6. To be responsible to the Director, Information Services for the efficient management of the assets of the Government Information Service.
7. To assist in the modernisation of the communication equipment of the Government Information Service.
8. To organise training programmes for staff.
9. To perform such cognate duties as may be assigned.

Note

The Assistant Director, Information Services (to be restyled Deputy Director, Information Services) may be required to work outside normal working hours, during weekends and Public Holidays.

The permanent and pensionable post carries salary in scale Rs 84,500 x 2,250 – 86,750 x 2,500 – 94,250 x 2,750 – 102,500 x 3,750 – 110,000 x 4,000 – 114,000 a month.

However, for the year 2026, the discounted initial salary would be Rs 78,950.

IV. MODE OF APPLICATION

1. Qualified candidates should submit their application **electronically** *via* the website of the Public Service Commission at the following address:

<https://psc.govmu.org>
2. Candidates are requested to follow the procedures that can be accessed through the **“How to Apply”** option on the above address.
3. Candidates **should** also submit a printed copy of their Application Form, **duly signed**, through the Secretary to Cabinet and Head of the Civil Service, Prime Minister’s Office (Government Information Service).

4. For any queries regarding **Maupass**, the Government Online Centre (GOC) may be contacted on the e-mail address **support@goc.govmu.org** or on phone number **454 9955**.
5. For **other queries**, the helpdesk of the Public Service Commission may be contacted on the e-mail address **pdsc@govmu.org** or phone number **670 9705** or fax number **670 3417**.
6. Candidates are also advised to read carefully the **“NOTES AND INSTRUCTIONS FOR ONLINE APPLICATION (in response to PSC Circular Notes)”** before filling in the Application Form. Care should be taken to fill in the online Application Form correctly. **Incomplete, inadequate or inaccurate filling of the Application Form may entail elimination of the candidate.**

V. CLOSING DATE

Online Applications should be submitted **not later than 15 00 hours (local time) on Thursday 07 May 2026**. Applications received after the specified closing date and time will **not** be considered.

Date: 17 April 2026

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