

MAURITIUS PUBLIC SERVICE

COMMUNIQUE

Vacancy for the Post of Hansard Editor

National Assembly

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

II. AGE LIMIT

Candidates, unless already in the service, should not have reached their 40th birthday by the closing date for the submission of applications.

III. QUALIFICATIONS

1. Candidates should possess:

A. a Cambridge Higher School Certificate with a pass at "Principal Level" in English and French obtained on one certificate or passes in English and French obtained on one certificate at the General Certificate of Education "Advanced Level"; and

B. a degree in English from a recognised institution.

OR

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

2. Candidates should:-

- (i) reckon at least three years' experience in editing;
- (ii) be computer literate;
- (iii) have a high sense of responsibility, trustworthiness and discretion;
- (iv) have good communication and interpersonal skills and be customer-oriented; and
- (v) be able to lead a team of officers.

Note

1. Qualification at 1.A above should have been obtained prior to qualification at 1.B above. However, candidates who, as at 30 June 2003, did not possess the qualification at 1.A above, will also be considered provided they hold -

- (a) a Cambridge School Certificate or passes obtained on one certificate at the General Certificate of Education "Ordinary Level" 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; and
- (b) a Master's Degree or a postgraduate

diploma from a recognised institution in the field at 1.B above

OR

Equivalent qualifications to (a) and (b) under 'Note' acceptable to the Public Service Commission.

Qualification at (a) under 'Note' should have been obtained prior to qualification at 1.B above and at (b) under 'Note'.

2. Candidates should produce written evidence of experience/knowledge claimed.

3. The Commission reserves the right to convene only the best qualified candidates for interview.

IV. DUTIES AND SALARY

1. To be responsible to the Clerk of the National Assembly for the day-to-day management of the Hansard Unit.
2. To undertake editorial duties.
3. To prepare and oversee the publishing of reports of parliamentary proceedings.
4. To develop, monitor and implement editing and publishing protocols and policies.
5. To negotiate with customers on service requirements.
6. To participate in intra-departmental committees.
7. To ensure that critical reporting and publishing deadlines are met.
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 Hansard Editor in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 22,000 x 600 - 23,200 x 800 - 28,000 x 1,000 - 30,000 x 1,250 - 40,000 a month plus salary compensation at approved rates.

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 Civil Service and Administrative 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 Commission/Embassies overseas.

2. Candidates already in the service should submit their application in duplicate, the original to be sent directly to the Secretary, Public Service Commission and the duplicate through their respective Supervising /Responsible Officers.

3. This advertisement together with the application form (PSC Form 7) are available on the website of the Public Service Commission at the following address:

<http://psc.gov.mu>

4. On-line application can also be submitted through the government web portal at

<http://www.gov.mu>

5. Acknowledgement of applications will be made as far as possible by e-mail. Candidates are therefore encouraged to submit their e-mail address.

6. Candidates are 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 applicant.

VI. CLOSING DATE

Applications should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side, not later than 3.00 p.m. on Tuesday 05 July 2011.

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

Date: 15 June 2011