

OUTER ISLANDS DEVELOPMENT CORPORATION

POST : PUBLIC RELATIONS OFFICER

SALARY SCALE : Rs 19,225 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 (OIC 24)

EFFECTIVE DATE : 05 April 2023

QUALIFICATIONS : A Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings

OR

B 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

C. An equivalent qualification acceptance to the Board.

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 the certificate at the Cambridge Higher School Certificate Examinations.

- (a) A minimum of three years’ experience in public relations duties.
- (b) Good communication and interpersonal skills.

Candidates should produce written evidence of any experience claimed.

DUTIES:

1. To be responsible for dealing with complaints concerning Agalega;
2. To arrange for insurance covers for all workers and staff proceeding to Agalega on special assignments or for a tour of service;
3. To liaise with the relevant authorities in connection with flights/voyages to Agalega and St. Brandon.;
4. To provide advice and guidance to Agalean students undergoing their secondary education in Mauritius.



5. To assist in the repatriation of Agaleans who have to undergo medical treatment in Mauritius.
6. To carry out visits to Agalega with a view to maintaining close relations with the Agalean population.
7. To liaise with the Resident Manager in ensuring the promotion of the welfare of the inhabitants of Agalega.
8. To make use of ICT in the performance of his duties.
9. To perform other duties directly related to the main duties listed above or related to the delivery of the output and results expected from Public Relations Officers in the roles ascribed to them.

Note: The Public Relations Officer will be required to serve in the Outer Islands as and when required.

