

PROPOSED SCHEME OF SERVICE

Organisation:

Mauritius Film Development Corporation

Post:

Project and Programme Officer

Salary:

Rs 27,400 x 825 – 35,650 x 900 – 37,450 x 950 – 42,200 x 1,300 – 46,100 x 1,575 – 49,250 QB 50,900 x 1,650 – 54,200 x 1,700 – 62,700 (MFDC 17)

Qualifications:

- A A degree in Film Studies or Project Management or Marketing or Management or Communication from a recognised institution or an equivalent qualification acceptable to the Board of the Mauritius Film Development Corporation.
- B Candidates should –
- (i) reckon at least three years' experience in the Film/Audio-Visual Industry; and
 - (ii) be computer literate.

NOTE

Project and Programme Officers who possess a degree in Film Studies or Project Management or Marketing or Management or Communication from a recognised institution or an equivalent qualification acceptable to the Board of the Mauritius Film Development Corporation will be allowed to progress beyond the Qualification Bar (QB) provided in the salary scale for the post.

Candidates should produce written evidence of experience/knowledge claimed.

Duties:

1. To be responsible for –
 - (i) the proper execution of cultural test prior to the issuance of film shooting permit;
 - (ii) the organisation of cinema mobile and other similar activities for the youngsters and the less favoured of our society; and
 - (iii) the submission of yearly reports about foreign direct investment of film activities in Mauritius and assist in the development of strategic plans as and when required.
2. To carry out needs assessment and be responsible for the organisation of workshops, seminars and culture club.
3. To coordinate, monitor, evaluate and write reports on projects undertaken by the Corporation.
4. To assist the Senior Project and Programme Officer in –
 - (i) the development and implementation of sustainable projects and programmes for the Corporation; and
 - (ii) conceptualising, designing and formulating of innovative projects related to cinematography as well as in other functions.
5. To attend to queries and information from potential Film Producers and Directors.

6. To help in the organisation and attend recce (locations hunting) exercise for potential film producers and directors.
7. To participate in matters related to preproduction, production and postproduction project undertaken by the Corporation.
8. To keep and maintain an updated database of local filmmakers/directors/producers/artists and service providers in the field of cinema.
9. To use ICT in the performance of his duties.
10. 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 Project and Programme Officer in the roles ascribed to him.

Note

Project and Programme Officer will be required to work at staggered hours.