

Mauritius Film Development Corporation

SCHEME OF SERVICE

Organisation : Mauritius Film Development Corporation

Post : Audio Visual Officer

Salary : Rs 22,225 x 400 – 23,425 x 525 – 26050 x 675 – 27,400 x 825 –
35,650 x 900 – 37,450 x 950 – 42,200 x 1300 – 46,100 x 1575 –
49,250 (MFDC 15)

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 Passes not below Grade C in at least five subjects including English Language, French and Mathematics or Principles of Accounts 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.

B. A Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education "Advanced Level".

C. A Diploma in Audiovisual Production or a related field from a recognised institution.

OR

Equivalent qualifications to A, B and C above acceptable to the Board.

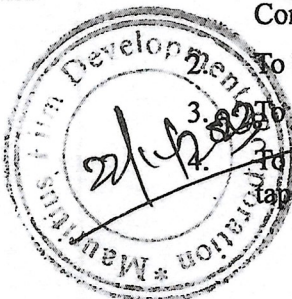
D The Internet and Computing Core Certification (IC3) with knowledge of office package or documentary evidence of any approved IT proficiency programme followed acceptable to the Board.

DUTIES: 1. To be responsible for the overall production tasks of the Mauritius Film Development Corporation.

2. To be responsible for all audiovisual and heavy-duty equipment.

3. To perform editing and post-production tasks.

4. To perform sound dubbing, mixing and other functions in producing a finished video tape representation.



5. To maintain and monitor daily utilization schedule of equipment.
6. To prepare equipment-troubleshooting procedures.
7. To organise and oversee the technical needs for on-location events and implement standard control for equipment usage and rental.
8. To ensure that servicing of all equipment is done on a regular basis and that they are in good working condition.
9. To administer daily the workload of audiovisual staff.
10. To make use of information technology in the performance of his duties.
11. 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 Audiovisual Officers in the roles ascribed to them.

Note:

Audiovisual Officers may be required to work at odd hours and/or during weekends.

