

PROPOSED SCHEME OF SERVICE

Organisation: Mauritius Film Development Corporation
Post: Technical Assistant
Salary: Rs 16525 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 - 26050 x 675 – 27400 x 825 - 35650 (MFDC 8)

- Qualifications:**
- 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 or an equivalent qualification acceptable to the Board of the Mauritius Film Development Corporation.
- B. Candidates should –
- (i) reckon at least two years' experience in the Film/Audio- Visual Industry;
 - (ii) possess organising, interpersonal and communication skills; and
 - (iii) be computer literate

Candidates should produce written evidence of experience/knowledge claimed.

Duties:

1. To operate audio visual production equipment.
2. To assist in editing and sound dubbing/mixing in producing a finished video presentation.
3. To set up and operate sound video and projection equipment.
4. To help and assist in the proper administration of projects at technical department.
5. To follow payment of all unpaid projects.
6. To assist in organising the technical needs for on-location events as well as in implementing standard control procedures for equipment usage and rental.
7. To attend shooting on site and exercise necessary control on crews working with the equipment of the Corporation.
8. To perform minor maintenance and testing of simple audio-visual equipment.
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 for the Technical Assistant in the roles ascribed to him.

Note

Technical Assistants may be required to work at staggered hours.