

SCHEME OF SERVICE

POST: **Communication Manager (On Contract)**

Salary: Rs 54,105 per month (PRB 2026 – Circular letter No 3 of 2026 of the Ministry of Public Service and Administrative Reforms)

Qualifications:

- A.** A degree in Marketing or Business Management or Public relations or Communications or Journalism or a related field from a recognized institution.
- B.** A Master's degree from a recognised institution in any of the fields specified at B above or in a related field

OR

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

- D.** Candidates should –
 - (i) reckon at least five years' post qualification experience in the field of marketing or Public Relations or Communications;
 - (ii) have a good knowledge of the press community and of the socio-economic and political arena in the country;
 - (iii) have an outgoing personality with excellent communication, interpersonal and organising skills;
 - (iv) have a sound judgement and a high sense of responsibility;
 - (v) be computer literate; and
 - (vi) be fluent in both oral and written English and French.

Candidates should produce written evidence of knowledge / experience claimed.

Roles and Responsibilities: To be responsible for the development and implementation of a comprehensive communication strategy for the Mauritius Digital Promotion Agency.

Duties:

1. To plan and organize briefings, meetings, conferences and other public relations programmes and activities to enhance the understanding of the Mauritius Digital Promotion Agency's position and actions and the organisation's corporate image.
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3. To plan and prepare cost budgets in relation to public relations activities.
4. To liaise with the media, i.e. respond to queries, arrange interviews with journalists and prepare press and media releases.
5. To write, edit and arrange production of materials such as newsletters, house magazines, pamphlets and brochures, prepare visual aids and make public presentations.
6. To assist in the preparation of annual reports.
7. To carry out communication campaign for projects
8. To conduct in-house training in Communications skills, as and when required.
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 Communication Manager in the roles ascribed to him.