

SCHEME OF SERVICE

Post: **Public Relations and Communication Officer (On Contract)**

Salary: **Rs 37290 per month**

However, for the year 2026, the discounted salary would be Rs 35,353

- Qualifications:**
- School Certificate and Higher School Certificate
 - A degree in Communication or Media or Journalism or Public Relations or English or French from a recognized institution or other acceptable qualifications.
 - At least four years' experience in Communication or Media or Journalism or Public Relations.
 - A thorough understanding of social media and social media analytics.
 - Candidate should possess:
 - I. Excellent written and verbal communication skills.
 - II. Excellent interpersonal skills.
 - III. Ability to organise and handle press conference.
 - IV. The ability to pitch ideas/data and present accurately.
 - V. The ability to prioritise and plan effectively.
 - VI. The ability to think creatively and strategically.
 - VII. Strong ability to pay attention to details.
 - VIII. Strong IT skills.

Duties:

1. To act as the MDPA's spokesperson and direct contact for enquiries from the public, media and related organisations and supervise responses to requests from the media.

2. To plan, develop and implement PR and Communication Strategies.
3. To build strong relationships and networks with staff, the media and relevant stakeholders.
4. To provide Public Relations service in accordance with the needs of the MDPA.
5. To organise and attend promotional events such as press conferences.
6. To develop and implement internal communication strategies, programmes and activities to ensure accurate and timely communication of news and information within departments.
7. To contribute to corporate growth and guide management towards opportunities created by changing public attitudes through increased communications with the public generally, as well as with the MDPA employees.
8. To foster a climate where the MDPA can assist in serving the Mauritian community and the region.
9. To contribute to the evaluation of the MDPA's corporate role in the community.
10. To assist in the organisation of seminars, workshops and conferences.
11. To assist in organising events to welcome foreign delegates and overseas visitors.
12. To produce digital content for website, e-newsletter and social media platforms.
13. To maintain and update corporate information on the MDPA Website.
14. To manage, update information and engage with users on Social Media.
15. 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 and Communication Officers in the roles ascribed to them.