



INDEPENDENT BROADCASTING AUTHORITY

Vacancy for Post of Monitoring Officer

Applications are invited from qualified candidates who wish to be considered for appointment to the post of Monitoring Officer, on a permanent and pensionable basis, in the Independent Broadcasting Authority.

I. AGE LIMIT

Candidates should not have reached their 45th birthday by the closing date for the submission of applications.

II. QUALIFICATIONS

A. A Diploma in Mass Communication or an equivalent qualification in any other related field acceptable to the Board.

B. Candidates should -

- (i) possess good analytical, interpersonal and communication skills; and
- (ii) be computer literate.

NOTE 1: (i) The onus for the submission of equivalence of qualification (if applicable) from the relevant authorities (Higher Education Commission or Mauritius Qualifications Authority) rests on the candidates. Applications will not be considered in case of non-submission of Equivalence Certificate, as appropriate, by the closing date.

- (ii) The Independent Broadcasting Authority reserves the right –
 - a) to convene only the best qualified candidates for interview; and
 - b) not to make any appointment following this advertisement.
- (iii) Candidates should produce documentary evidence of knowledge claimed.

III. DUTIES:

1. To be responsible to the Head, Monitoring and Compliance, through the Compliance Officer, for the performance of the following duties–
 - (i) to assist the Compliance Officer in the day to day running of the Monitoring and Compliance Unit;
 - (ii) to be responsible for the timely monitoring of Radio and TV programmes for the preparation of accurate daily high-quality monitoring reports;
 - (iii) to prepare transcripts of Radio/ TV programmes, as and when required;
 - (iv) to identify any breach of the Independent Broadcasting Authority Act 2000, and related codes, and inform Compliance Officers accordingly for necessary investigation;
 - (v) to assist Coordinators to compile daily highlights of news items broadcast in main news bulletins; and
 - (vi) to communicate, in a timely manner, daily early morning highlights to Compliance Officers and Management.
2. To use ICT in the performance his duties.
3. 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 Monitoring Officer, in the roles ascribed to him.

NOTE 2:

The Monitoring Officers will be required to work outside normal working hours including Saturdays, Sundays and Public Holidays.

IV. SALARY

The post of Monitoring Officer carries salary in the salary scale of

Rs 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825- 35650 x 900 - 37450 x 950 - 42200 x 1300 – 46100 x 1575- 49250 (IBA 10)

V. MODE OF APPLICATION

1. Qualified candidates should submit their application on the forms, which may be obtained at the **Independent Broadcasting Authority, Level 7, The CeliCourt, 6, Sir Celicourt Antelme Street, Port Louis.**
2. This advertisement together with the application form are available on the website of the Independent Broadcasting Authority at www.iba.mu.
3. Application forms should be addressed to the **Administrative Secretary, Independent Broadcasting Authority, Level 7, The CeliCourt, 6, Sir Celicourt Antelme Street, Port Louis.**
4. **Incomplete, inadequate or inaccurate filling of the application form may entail elimination of the candidate.**

VI. CLOSING DATE

1. Application forms should reach the **Administrative Secretary, Independent Broadcasting Authority, Level 7, The CeliCourt, 6, Sir Celicourt Antelme Street, Port Louis not later than 1500 hours (local time) on 23 February 2024**
2. Qualifications obtained after the closing date will **not** be considered.
3. Application forms received after the specified closing date and time will **not** be considered.

Date: 09 February 2024

Independent Broadcasting Authority
The Celi Court Building
6, Sir Celicourt Antelme Street
Port Louis