

## SCHEME OF SERVICE

<b>Organisation</b>	Sir Seewoosagur Ramgoolam Botanic Garden Trust
<b>Post</b>	Publications and Liaison Officer
<b>Salary</b>	23,675x750 –29,675x900 –34,175x1,200 -37,775x1,500– 52,775 (SSRBGT 23A)
<b>Qualifications</b>	<p>A. A degree in English or French or Communication Studies from a recognized institution <u>or</u> an equivalent qualification from a recognized institution acceptable to the Board.</p> <p>B. Candidates should –</p> <ul style="list-style-type: none"><li>(i) possess good communication and interpersonal skills;</li><li>(ii) be reliable and trustworthy; and</li><li>(iii) be computer literate.</li></ul>
<b>Duties</b>	<p>1. To perform the following duties:</p> <ul style="list-style-type: none"><li>(i) to establish and maintain an effective liaison network with the public, tour operators, district and Village Councillors;</li><li>(ii) to disseminate information and monitor feedback on the implementation of the policies and management of the Sir Seewoosagur Ramgoolam Botanic Garden (SSRBG);</li><li>(iii) to organize campaigns and activities pertaining to increase visibility of the SSRBG locally and internationally;</li><li>(iv) to provide support to management and other stakeholders in their activities as well as advise committees;</li><li>(v) to handle and advise visitors to the SSRBG as and when required;</li><li>(vi) to administer a plant database including audio visual records;</li><li>(vii) to perform emergency liaison duties in case of cyclones, heavy rain, fires, accidents, floods and/or natural calamities;</li><li>(viii) to advise and handle the press and public opinion; and</li><li>(ix) to review and maintain information on updates in terms of pamphlets and booklets.</li></ul> <p>2. To assist in the preparation of the Annual Report of the SSRBG Trust.</p> <p>3. To use ICT in the performance of his duties.</p> <p>4. To perform such other duties directly related to the main duties listed above or related for the delivery of the output and results expected from the Publications and Liaison Officer in the roles ascribed to him.</p>