ATAL BIHARI VAJPAYEE INSTITUTE OF PUBLIC SERVICE AND INNOVATION (AIPSI)

Public Advertisement No 01 of 2026

POST OF MARKETING AND EVENTS OFFICER

The Atal Bihari Vajpayee Institute of Public Service and Innovation (AIPSI) which is a statutory body, responsible for the delivery of a world-class training and academic ecosystem to public officers, is inviting applications from suitably qualified candidates who wish to be considered for the post of **Marketing and Events Officer**, on contract, for a period of one-year which may be renewed.

II. QUALIFICATIONS AND EXPERIENCE

A. A degree in Marketing, Communication, Public Relations, Management or any other relevant field from a recognized institution, or an equivalent qualification acceptable to the Board.

B. Candidates should: -

(i) possess good communication, organisational and interpersonal skills;

(ii) have knowledge in the planning of events and management of events;

(iii) have good writing and presenting skills;

(iv) have knowledge of marketing, public relations, social media and digital communication;

(v) be able to work under pressure; and

(v) be computer literate.

Candidates should produce written evidence of the qualifications and knowledge claimed.

III. SALARY

The post carries salary in scale Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 – 60600

Salary will be negotiable within the salary scale and will be commensurate based on the candidate's qualifications and experience.

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IV. ROLE AND RESPONSIBILITIES

To assist in promoting AIPSI's programmes and activities and in the planning and organisational of events.

V. DUTIES

1. To assist in the implementation of AIPSI's marketing, communication and public relations activities.

2. To promote AIPSI's programmes, services, activities and achievements through appropriate communication channels.

3. To assist in planning, organising and coordinating conferences, seminars, workshops, launches and other events organized by AIPSI.

4. To prepare promotional materials, publications, press release, presentations and other communication materials.

5. To assist in managing and updating AIPSI's website, social media platforms and other digital communication channels.

6. To liaise with Ministries/Departments, public sector organisations, the media, service providers and other stakeholders in connection with marketing and events activities.

7. To assist in promoting AIPSI's visibility and maintaining a positive image of the Institute.

8. To assist in handling public enquiries, feedback and requests for information and ensure appropriate follow-up.

9. To monitor media coverage and assist in assessing the effectiveness of marketing and communication activities.

10. To use ICT in the performance of his duties.

11. To perform such other duties directly relating to the main duties listed above or related to the delivery of the output and results expected from the Human Resource Officer in the roles ascribed to him/her.

VI. MODE OF APPLICATION

Applications should be submitted online.

Click Here to register and apply

Please ensure all required information is accurately entered in relevant sections. Any incomplete application will not be considered. Kindly upload/attach a complete CV, National Identity Card, educational certificates, evidence of working experience claimed, testimonials and any other relevant documents.

This Advertisement is available on the website of the AIPSI at **https://www.aipsi.mu/index.php/vacancy**

VII. CLOSING DATE OF APPLICATION

The deadline for submission of application is **08 October 2026**.

Note :

(i) The onus for the submission of written evidence of knowledge claimed rests solely on the candidates. Applications will not be considered in case of non-submission of written evidence of knowledge claimed, by the closing date.

(ii) Applications received after the closing date and time will not be accepted.

(iii) Incomplete applications and non-submission of the required documents may entail elimination from the selection exercise.

(iv) The AIPSI reserves the right:
(a) to convene only the best qualified candidates for interview; and
(b) not to make any appointment following this advertisement.

Date: 18 September 2026

Atal Bihari Vajpayee Institute of
Public Service and Innovation
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