Applications are invited from qualified candidates who wish to be considered for appointment as Librarian in the Ministry of Education and Human Resources, Tertiary Education and Scientific Research.

II. **AGE LIMIT**

Candidates, unless already in the Service, should not have reached their 40\textsuperscript{th} birthday by the closing date for the submission of applications.

III. **QUALIFICATIONS**

1. Candidates should possess:
   
   **A.** a degree in Library and Information Science from a recognised institution

   **OR**

   **B.** a degree from a recognised institution together with a postgraduate diploma in Library and Information Science from a recognised institution.

   **OR**

   Equivalent qualifications to A and B above acceptable to the Public Service Commission.

2. Candidates should be registered as Professional Librarian with the Mauritius Council of Registered Librarians under Section 13 of the Mauritius Council of Registered Librarians Act No. 4 of 2000.

3. Candidates should be computer literate.

**NOTE**

1. Candidates should produce written evidence of knowledge claimed.

2. Candidates should submit a copy of their registration as Professional Librarian together with their application form.

3. **The onus for the submission of written evidence of knowledge claimed and equivalence of qualification (if applicable) from the relevant authorities (Tertiary Education Commission or Mauritius Qualifications Authority) rests on the candidates. Applications will not be considered in case of non-submission of written evidence of knowledge claimed and Equivalence Certificate, as appropriate, by the closing date.**
4. The Commission reserves the right to convene only the best qualified candidates for interview.

IV. DUTIES AND SALARY

1. To assist the Senior Librarian in the day-to-day administration of specialised libraries.

2. To assist in the planning and implementation of library projects.

3. To control, co-ordinate and supervise the work of officers working under his responsibility.

4. To assist in the organisation of workshops, training courses, user-oriented extension and promotion activities.

5. To advise on the compilation and maintenance of a union catalogue.

6. To advise on the selection of library materials and equipment, stock development and use.

7. To advise on the efficient use of internet facilities available in the libraries.

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

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 Librarian in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 26,300 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 56,450 a month.

V. MODE OF APPLICATION

1. Qualified candidates are advised to submit their application electronically at the following address:

   http://psc.govmu.org/English/Pages/PscHomepage.aspx

2. Candidates may also apply electronically at the Enquiry Counter of the Public Service Commission, 7, Louis Pasteur Street, Forest Side from 9.00 a.m to 3.30 p.m on weekdays and not later than 3.00 p.m on the closing date.

3. Candidates are requested to follow the procedures that can be accessed through the “How to Apply” option on the above address.

4. Candidates already in the service should also submit a printed copy of their electronic Application Form, duly signed, through their respective Supervising Officer/Responsible Officer.
5. Acknowledgement of applications will be made by e-mail. Candidates are encouraged to submit their e-mail address.

6. For technical support, the Government Online Centre (GOC) may be contacted on e-mail address: support@ncb.mu or on phone number 454 9955.

7. For any other query, the help desk of the Public Service Commission may be contacted on e-mail address pdsc@govmu.org or phone number 670 9705 or phone number 670 3417.

8. Candidates are also advised to read carefully the “NOTES AND INSTRUCTIONS FOR ONLINE APPLICATION (in response to Public Advertisement)” before filling in the Application Form. Care should be taken to fill in the online Application Form correctly. Incomplete, inadequate or inaccurate filling of the Application Form may entail elimination of the candidate.

9. The Commission reiterates its request to candidates to submit their application electronically. However, qualified candidates not applying online may submit their application on PSC Form 7 which may be obtained either from the Enquiry Counter of the Ministry of Civil Service and Administrative Reforms, Ground Floor, Emmanuel Anquetil Building, Port Louis or from the Enquiry Counter of the Public Service Commission, 7, Louis Pasteur Street, Forest Side or from the Chief Commissioner’s Office, Port Mathurin, Rodrigues or from the offices of the Mauritius High Commissions/Embassies overseas.

VI. CLOSING DATE

Application Forms should reach the Secretary, Public Service Commission not later than 3.00 p.m. on Monday 27 August 2018.

Date: 07 August 2018

Public Service Commission,
7, Louis Pasteur Street,
FOREST SIDE.