Vacancy for the Post of Documentalist
Ministry of Gender Equality, Child Development and Family Welfare

Applications are invited from qualified candidates who wish to be considered for appointment as Documentalist in the Ministry of Gender Equality, Child Development and Family Welfare.

II. AGE LIMIT

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

III. QUALIFICATIONS

1. Candidates should possess:

   A. a Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained on one certificate or Passes not below Grade C in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained on one certificate at the General Certificate of Education “Ordinary Level”.

   Note
   Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at “Principal Level” and one subject at “Subsidiary Level” as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations.

   B. a Certificate in Library Studies or Librarianship or Information Studies from a recognised institution.

   OR

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

2. Candidates should be computer literate.
NOTE

1. Candidates should produce written evidence of knowledge claimed.

2. **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.**

3. Candidates may be required to sit for a written examination as part of the selection process.

4. The Commission reserves the right:
   
   (i) to convene only the best qualified candidates for interview; and
   
   (ii) not to make any appointment following this advertisement.

IV. DUTIES AND SALARY

1. To ensure the smooth running of the Documentation Unit and to perform stock-taking, shelf-reading and stock-editing including the development and weeding of library collection.

2. To select, acquire, accession and classify catalogues/periodicals/publications, books, magazines, newspapers and other materials.

3. To ensure safety and control of all items/reading materials of the Documentation Unit.

4. To issue materials of the Documentation Unit and ensure recovery of overdue materials.

5. To gather and compile information of interest pertaining to women empowerment, gender equality, child protection/development and family welfare from different sources.

6. To search and retrieve information from electronic systems such as Internet, CD-ROMs and other electronic media.
7. To supervise the work of subordinate staff.

8. To provide services and research assistance to users.

9. To maintain and keep up-to-date records of catalogues, indexes and special files.

10. To ensure that books, magazines and other publications are properly displayed on the shelves.

11. To process claims for payment in connection with purchase of books, magazines, newspapers and other materials for the Documentation Unit.

12. To gather press cuttings for circulation among relevant officers of the Ministry.

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

14. 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 Documentalist in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 32,500 x 925 – 36,200 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](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 the 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 fax 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

Applications should reach the Secretary, Public Service Commission, **not later than 3.00 p.m (local time) on Monday 08 April 2019.** Applications received after the specified closing date and time will not be considered.

Date: 19 March 2019

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