

**MAURITIUS PUBLIC SERVICE**

**PUBLIC ADVERTISEMENT NO. 102 OF 2018**

**Vacancy for Post of Head, Documentation Unit**  
**Prime Minister's Office (Government Information Service)**

Applications are invited from qualified candidates who wish to be considered for appointment as Head, Documentation Unit in the Prime Minister's Office (Government Information Service).

**II. AGE LIMIT**

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

**III. QUALIFICATIONS**

Candidates should possess:

- A.** a Cambridge Higher School Certificate with passes at "Principal Level" in English and French obtained on one certificate or Passes in English and French obtained on one certificate at the General Certificate of Education "Advanced Level"; and
- B.** a degree in Library and Information Science from a recognised institution.

**OR**

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

- C.** Candidates should –
  - (i) be registered as Professional Librarian with the Mauritius Council of Registered Librarians under Section 13 of Act No. 4 of 2000;
  - (ii) reckon at least four years' experience in the organisation, administration and operation of a computerised library or documentation unit; and
  - (iii) be fully conversant with the required ICT tools and the latest techniques relating to library and documentation work.

**Note**

Qualification at **A** above should have been obtained prior to qualification at **B** above. However, candidates who, as at 30 June 2003, did not possess the qualification at **A** above, will also be considered provided they hold –

- (a) a Cambridge School Certificate or passes obtained on one certificate at the General Certificate of Education "Ordinary Level" either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject or an equivalent qualification acceptable to the Public Service Commission; and

- (b) a Master's Degree or a postgraduate diploma from a recognised institution in the field at **B** above or an equivalent qualification acceptable to the Public Service Commission.

Qualification at (a) under 'Note' should have been obtained prior to qualification at **B** above and at (b) under 'Note'.

**Note**

1. Candidates should produce written evidence of experience/knowledge claimed.
2. **The onus for the submission of written evidence of experience/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 experience/knowledge claimed and Equivalence Certificate, as appropriate, by the closing date.**
3. **Candidates should submit a copy of their Certificate of Registration as Professional Librarian with the Mauritius Council of Registered Librarians together with their Application Form.**
4. Candidates may be required to sit for a written examination as part of the selection process.
5. 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. ROLE AND RESPONSIBILITIES**

To be responsible for the efficient functioning of the Documentation Unit and for the setting up/operation of a computerised system for the storage and retrieval of information and data.

**V. DUTIES AND SALARY**

1. To be responsible for the smooth running of the Documentation Unit and to ensure enhanced service delivery.
2. To supervise and co-ordinate the work of subordinate staff.
3. To set up/manage an integrated Information System for the acquisition, storage and archiving of information and data for the quick retrieval thereof.
4. To arrange for relevant documents/reports/speeches to be readily available in the Unit.

5. To constitute dossiers on government projects and programmes and on issues/subjects of public interest.
6. To ensure that assistance is provided for the daily Press Review exercise.
7. To keep archives for newspapers (digital as well as printed copies).
8. To ensure that book collections are regularly updated, catalogued and referenced and fed into a library management system.
9. To guide users and provide them with information available in library records.
10. To use ICT in the performance of his duties.
11. 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 Head, Documentation Unit in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 38,350 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 62,950 a month.

## **VI. MODE OF APPLICATION**

1. Qualified candidates should 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.
2. Candidates already in the service should submit their application **in duplicate**, the original to be sent directly to the Secretary, Public Service Commission and the duplicate through their respective Supervising/Responsible Officers.
3. This advertisement together with the application form (PSC Form 7) are available on the website of the Public Service Commission at **<http://psc.govmu.org>**
4. Candidates are encouraged to submit on-line application through the government web portal at **<http://www.govmu.org>**
5. Acknowledgement of applications will be made, as far as possible, by **e-mail**. Candidates are therefore advised to submit their e-mail address.
6. Candidates are also advised to read carefully the **“NOTES AND INSTRUCTIONS TO CANDIDATES”** before filling in the application form. Care should be taken to fill in the application form correctly. **Incomplete, inadequate or inaccurate filling of the application form may entail elimination of the applicant.**

**VII. CLOSING DATE**

Application Forms should reach the Secretary, Public Service Commission, **not later than 3.00 p.m. (local time) on Thursday 28 February 2019.** Application Forms received after the specified closing date and time will **not** be considered.

**Date: 08 February 2019**

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