MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 75 OF 2019

Vacancy for the Post of Librarian (Rodrigues)
Rodrigues Regional Assembly (Library Services)

Applications are invited from qualified Rodriguan candidates who wish to be considered for appointment as Librarian (Rodrigues) in the Rodrigues Regional Assembly (Library Services).

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

A. Candidates should possess:

(i) a degree in Library and Information Science from a recognised institution

or

(ii) a degree from a recognised institution together with a postgraduate diploma in Library and Information Science from a recognised institution.

OR

Equivalent qualifications to (i) and (ii) above acceptable to the Public Service Commission.

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

C. 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. 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. DUTIES AND SALARY

1. To be responsible for the day-to-day administration of the Central Library and other public libraries.
2. To advise on library projects and assist in their implementation.
3. To supervise, control and co-ordinate the work of officers working under his responsibility.
4. To assist in the organisation of workshops, training courses, and user-oriented extension and promotion activities.
5. To compile and maintain a union catalogue.
6. To advise on selection of library materials and equipment, stock development and use.
7. To attend to bibliographical and reference activities.
8. To advise on the efficient use of internet facilities available in the Central Library and other public libraries.
9. To use ICT in the performance of his duties.
10. 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 (Rodrigues) 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 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. 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
3. Acknowledgement of applications will be made, as far as possible, by **e-mail**. Candidates are, therefore, advised to submit their email address.

4. 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.**

**VI. CLOSING DATE**

Application Forms should reach the Island Chief Executive, Chief Commissioner’s Office, Port Mathurin, Rodrigues, **not later than 3.15 p.m. (local time) on Wednesday 18 September 2019.** Applications received after the specified closing date and time will **not** be considered.

**IMPORTANT**

The post which falls under the Establishment of the Rodrigues Regional Assembly is restricted for service in Rodrigues only. Any request for transfer or promotion to any similar or other posts in Mauritius will not be considered at any stage from any person who is selected for appointment.

Public Service Commission,  
7, Louis Pasteur Street,  
Forest Side,  
**MAURITIUS.**

Date: 29 August 2019