Vacancy for Post of Archives Officer/Senior Archives Officer
Ministry of Arts and Cultural Heritage
(National Archives)

Applications are invited from qualified candidates who wish to be considered for appointment as Archives Officer/Senior Archives Officer in the Ministry of Arts and Cultural Heritage (National Archives).

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

Candidates should possess –

A. (i) a Cambridge School Certificate with credit in at least five subjects including English Language, French and History obtained at not more than two sittings or

(ii) passes not below Grade C in at least five subjects including English Language, French and History obtained at not more than two sittings at the General Certificate of Education “Ordinary Level” provided that at one of the sittings, passes have been obtained 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

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 Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level”.

OR

Equivalent qualifications to A and B above acceptable to the Public Service Commission.
C. Candidates should –

(i) possess good communication and interpersonal skills; and

(ii) be computer literate.

Qualification at A above should have been obtained prior to qualification at B above.

NOTE

1. Candidates should produce written evidence of knowledge claimed.

2. Archives Officer/Senior Archives Officers will be required to follow successfully a course leading to the award of a Certificate in Archival Science (Records Management, Care, Conservation and Reprography), as may be approved and arranged by the Ministry of Arts and Culture (Now Ministry of Arts and Cultural Heritage).

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 assist the Principal Archives Officer or any officer designated by him in the performance of his duties.

2. To accession and stack additions to the National Archives Collections.

3. To classify, index and catalogue records.

4. To prepare findings aids and other research tools including national chronology and other bibliographical supplements.

5. To attend to requests from users.

6. To ensure that the code of conduct for users in the search rooms are adhered to.
7. To monitor new deposits as described in the National Archives Act.

8. To carry out research work (local, foreign and official) and submit reports thereon.

9. To prepare photocopies or photographic replicas for authentication.

10. To assist -

   (i) the Archivist, Chief Archives Officer and Principal Archives Officer in the preparation of exhibition; and

   (ii) in the recording of oral history.

11. To transcribe archival records.

12. To present documentary evidence in court cases, as and when required.

13. To be responsible for sales of Archives publications.

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

15. 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 Archives Officer/Senior Archives Officer in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 14,050 x 275 - 15,150 x 300 - 15,750 x 325 - 17,700 x 375 - 19,575 x 475 - 21,950 x 625 - 23,200 x 775 - 31,725 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** submit a printed copy of their electronic Application Form, **duly signed**, through their respective Supervising Officer/Responsible Officer.
Acknowledgement of applications will be made by e-mail. Candidates are advised to submit their e-mail address.

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

For technical support and other queries, the helpdesk of the Public Service Commission may be contacted on the e-mail address pdsc@govmu.org or phone number 670 9705 or fax number 670 3417.

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.

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 Public Service, Administrative and Institutional 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 Thursday 20 February 2020. Applications received after the specified closing date and time will not be considered.

Date: 7 February 2020

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