PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 18 OF 2020

Vacancy for Post of Archivist
Ministry of Arts and Cultural Heritage (National Archives)

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

II. QUALIFICATIONS

A. By selection from among officers in the Archives Officer Cadre who –
   (i) reckon at least five years’ service in a substantive capacity in the Cadre; and
   (ii) possess a degree in the field of Archives from a recognised institution

   or

   (a) possess a degree from a recognised institution; and
   (b) possess a Certificate in Archival Science (Records Management, Care, Conservation and Reprography) from a recognised institution.

   OR

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

B. Candidates should –
   (i) possess good communication and organising skills; and
   (ii) have the ability to motivate staff.

NOTE

The onus for the submission of qualification (if applicable) from the relevant authorities (Higher Education Commission or Mauritius Qualifications Authority) rests on the candidates. Applications will not be considered in case of non-submission of Equivalence Certificate, as appropriate, by the closing date.
III. **ROLE AND RESPONSIBILITIES**

To be responsible for the archival of documents at the National Archives.

IV. **DUTIES AND SALARY**

1. To advise Ministries/Departments on the conservation of records.

2. To be responsible for all procedures regarding disposal of public records.

3. To organise the receipt, classification and cataloguing of archives records.

4. To advise on materials for archive collection, the keeping of documents and microfilming of documents, etc.

5. To survey and assess any material being offered to the archives.

6. To assist in the maintenance of security of archival documents from damage, destruction and theft.

7. To assist in the preparation of guides and finding aids.

8. To do research work.

9. To look after the physical well-being of records to ensure that any parchment, frail paper and film is treated, handled and stored so that it will not decay or get damaged.

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 Archivist in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 25,525 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 electronically via the website of the Public Service Commission at the following address:-

   [http://psc.govmu.org/English/Pages/ServingOfficersHome.aspx](http://psc.govmu.org/English/Pages/ServingOfficersHome.aspx)
2. Candidates are requested to follow the procedures that can be accessed through the “How To Apply” option on the above link.

3. Candidates should submit a printed copy of their Application Form, duly signed, through the Permanent Secretary, Ministry of Arts and Cultural Heritage.

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

5. 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.

6. Candidates are also advised to read carefully the “NOTES AND INSTRUCTIONS FOR ONLINE APPLICATION (in response to PSC Circular Notes)” 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.

VI. CLOSING DATE

Online Application Forms should reach the Secretary, Public Service Commission, not later than 3.00 p.m (local time) on Tuesday 07 April 2020. Applications received after the specified closing date and time will not be considered.

Date: 18 March 2020

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