MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 70 OF 2016

Vacancy for Post of Archives Officer/Senior Archives Officer
Rodrigues Regional Assembly (Archives and Museum)

Applications are invited from qualified Rodriguan candidates who wish to be considered for appointment as Archives Officer/Senior Archives Officer in the Rodrigues Regional Assembly (Archives and Museum).

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 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 an equivalent qualification acceptable to the Public Service Commission.

B. Candidates should be computer literate.

NOTE

1. Candidates should produce written evidence of knowledge claimed.

2. Archives Officer/Senior Archives Officers will be required to follow a course at a recognised institution leading to a Certificate in Archival Science (Records Management, Care, Conservation and Reprography).

3. The onus for the submission of 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 failing the non-submission of Equivalence Certificate, as appropriate, by the closing date.

4. The Commission reserves the right to convene only the best qualified candidates for interview.
IV. DUTIES AND SALARY

1. To assist the Archivist in the effective management of the sections of the Archives Unit, accessioning and stacking additions to these sections.

2. To prepare –
   
   (i) research tools, current chronology and bibliographical supplements;
   
   (ii) catalogues and other finding-aids; and
   
   (iii) photocopies, photographic replicas for authentication.

3. To inspect public archives lying in repositories other than the National Archives.

4. To initiate action for the recording, keeping and maintaining of oral history archives.

5. To be in charge of accounts and sale of Archives publications.

6. To classify, index, catalogue and transcribe records, maps, plans, books and other archives materials.

7. To monitor the deposit of archives materials.

8. To assist in –
   
   (i) the supervision of stacks and search rooms;
   
   (ii) the maintenance of discipline on the premises of the Archives Unit; and
   
   (iii) research work and to attend to requests from searchers.

9. To do research work for local and foreign researchers and prepare reports thereof.

10. To organise exhibitions of archival records.

11. To transcribe archival documents.

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

13. 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 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 Commission/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 e-mail 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

Applications should reach the Island Chief Executive, Chief Commissioner’s Office, Port Mathurin, Rodrigues, not later than 3.15 p.m. on Wednesday 14 September 2016.

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,

Date: 01 September 2016
MAURITIUS.