

**MAURITIUS PUBLIC SERVICE**

**PUBLIC ADVERTISEMENT NO. 90 OF 2016**

**Vacancy for Post of Archivist**  
**Rodrigues Regional Assembly (Archives and Museum)**

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

**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**

- A. Candidates should possess a degree in the field of Archives from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.
- B. Candidates should –
- (i) possess good communication and interpersonal skills;
  - (ii) possess good organising skills and have the ability to motivate staff; and
  - (iii) be computer literate.

**Note**

1. Candidates should produce written evidence of knowledge claimed.
2. **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.**
3. The Commission reserves the right to convene **only** the best qualified candidates for interview.

**IV. ROLE AND RESPONSIBILITIES**

To be responsible for the effective management and for the archival of documents of the Archives Unit.

**V. DUTIES AND SALARY**

1. To advise Commissions/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 among others.
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.

**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 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.**

## **VII. CLOSING DATE**

Applications should reach the Island Chief Executive, Chief Commissioner's Office, Port Mathurin, Rodrigues, **not later than 3.15 p.m. on Tuesday 08 November 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.

**Date: 19 October 2016**

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