MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 25 OF 2017

Vacancy for Post of Assistant Parliamentary Librarian and Information Officer
National Assembly

Applications are invited from qualified candidates who wish to be considered for appointment as Assistant Parliamentary Librarian and Information Officer in the National Assembly.

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 –

(i) possess a degree in Library and Information Science from a recognised institution or an equivalent qualification acceptable to the Public Service Commission;

(ii) be registered as Professional Librarian with the Mauritius Council of Registered Librarians under section 13 of the Mauritius Council of Registered Librarians Act No. 4 of 2000; and

(iii) reckon at least two years’ post-qualification experience in Library Information System.

B. Candidates should –

(i) possess communication and interpersonal skills; and

(ii) be computer literate.

NOTE

1. Candidates should produce written evidence of experience/knowledge claimed.

2. Candidates should submit a copy of their registration as Professional Librarian with the Mauritius Council of Registered Librarians together with their Application Form.
3. The onus for the submission of written evidence of experience/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 experience/knowledge claimed and Equivalence Certificate, as appropriate, by the closing date.

4. The Commission reserves the right to convene only the best qualified candidates for interview.

IV. ROLE AND RESPONSIBILITIES

To provide assistance in the planning, organisation and management of the operation of the Parliamentary Library and in maintaining databases of the Documentation Management System.

V. DUTIES AND SALARY

1. To generally assist the Parliamentary Librarian and Information Officer in the day-to-day discharge of his duties which include the following –

   (i) providing appropriate, effective, timely, confidential and non-partisan reference service and general assistance on information pertaining to parliamentary business and other parliamentary research work to the Speaker, Honourable Members of Parliament, the Clerk of the National Assembly, Parliamentary staff and other authorised customers of the Parliamentary Library;

   (ii) updating and archiving of all documents produced by the National Assembly and the supervision of the document imaging/archiving management system;

   (iii) assisting the Clerk of the National Assembly in preparing working documents for circulation to Honourable Members of Parliament;

   (iv) assisting in the organisation of seminars and workshops for Honourable Members and Parliamentary staff;

   (v) attending to information work and bibliographical enquiries; and

   (vi) supervising the updating of the statistical research files in the Parliamentary E-Library.

2. To use ICT in the performance of his duties.
3. 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 Assistant Parliamentary Librarian and Information Officer in the roles ascribed to him.

**Note**

The Assistant Parliamentary Librarian and Information Officer is required to work at staggered hours.

The permanent and pensionable post carries salary in scale Rs 27,850 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. Candidates already in the service should submit their application **in duplicate**, the original to be sent directly to the Secretary, Public Service Commission and the duplicate through their respective Supervising/Responsible Officers.

3. 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](http://psc.govmu.org)

4. Candidates are encouraged to submit on-line application through the government web portal at [http://www.govmu.org](http://www.govmu.org)

5. Acknowledgement of applications will be made, as far as possible, by **e-mail**. Candidates are therefore advised to submit their e-mail address.

6. 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 Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side, not later than 3.00 p.m. on Wednesday 24 May 2017.

Date: 04 May 2017

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