MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 67 OF 2017

Vacancy for Post of Law Library Officer
Office of the Director of Public Prosecutions

Applications are invited from qualified candidates who wish to be considered for appointment as Law Library Officer in the Office of the Director of Public Prosecutions.

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 diploma in Library and Information Science or a diploma in Information and Library Studies from a recognised institution

or

(ii) The Higher Certificate in Librarianship and Information Science of Napier University.

OR

An equivalent qualification to A above acceptable to the Public Service Commission.

B. Candidates should be computer literate.

NOTE

1. Candidates should produce written evidence of knowledge claimed.

2. 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 of qualification, 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 proper management of the Library.

V. **DUTIES AND SALARY**

1. To be in charge of the law library.

2. To update all laws, abstracting, indexing and annotating of laws.

3. To be responsible for the library stock, stocktaking and shelf reading.

4. To charge and discharge library materials and ensure recovery of overdue materials.

5. To organise the shelving of book and other library materials.

6. To update Law Officers on library materials and answer queries and trace information and materials to help research workers and students.

7. To record, classify, catalogue and process library materials.

8. To be responsible for renewal, follow-up and binding of books and periodicals on standing order, along with maintaining and renewing of subscriptions of online Legal Service Providers.

9. To keep the accession book and Law periodicals register up to date.

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 Law Library Officer in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 42,325 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 the following address: [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 Tuesday 05 September 2017**.

Date: 16 August 2017

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