MAURITIUS PUBLIC SERVICE
PUBLIC ADVERTISEMENT NO. 37 OF 2017

Vacancy for Post of Library and Animation Officer/
Senior Library and Animation Officer
Ministry of Arts and Culture

Applications are invited from qualified candidates who wish to be considered for appointment as Library and Animation Officer/Senior Library and Animation Officer in the Ministry of Arts and Culture.

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) Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics obtained at not more than two sittings or

(ii) Passes not below Grade C in at least five subjects including English Language, French and Mathematics obtained at not more than two sittings at the General Certificate of Education “Ordinary Level” provided that, at one of the sittings, passes have been obtained either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject.

Note

Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at “Principal Level” and one subject at “Subsidiary Level” as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations.

B. A Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level”.

C. A Certificate in Library Studies or Librarianship or Information Studies from a recognised institution.

OR

Equivalent qualifications to A, B and C above acceptable to the Public Service Commission.

Qualification at A should have been obtained prior to Qualification at B above.
NOTE 1
In the absence of qualified candidates possessing the qualification at C above, by selection from among candidates who possess the qualifications at A and B above.

OR

Equivalent qualifications to A and B above acceptable to the Public Service Commission.

Qualification at A should have been obtained prior to Qualification at B above.

D. Candidates should be computer literate.

NOTE 2
The candidates selected under ‘NOTE 1’ will be appointed in a temporary capacity in the first instance and will be required to follow successfully a course leading to a Certificate in Library Studies or Librarianship or Information Studies from a recognised institution to be eligible for appointment in a substantive capacity.

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 Certificate, as appropriate, by the closing date.

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

IV. DUTIES AND SALARY

1. When posted to the CELPAC Head Office –

   (a) To assist the Co-ordinator, CELPAC and the Assistant Co-ordinator, CELPAC in the performance of their duties.

   (b) To ensure that the postage of magazines as well as reading and other materials are delivered on time to the Centre de Lecture Publique et d’Animation Culturelle (CELPAC) regional Centres.

   (c) To assist and co-ordinate the lending of reading and audio-visual materials to the public.

   (d) To assist in the organisation of –

      (i) educational games;

      (ii) artistic, cultural and educational activities; and

      (iii) lectures, seminars and conferences in the artistic and educational fields.
(e) To keep records of all monies received from any source and all payments required to be made by the CELPAC.

(f) To keep an inventory, issue store forms and keep records of all items delivered to CELPAC regional centres.

(g) To process applications for leave of staff posted in CELPAC regional centres and make arrangements for replacement, as and when required.

(h) To attend meetings, as and when required, take notes and ensure proper follow-up action.

2. When posted to the CELPAC regional Offices –

(a) To be responsible for the regional “Centre de Lecture Publique et d’Animation Culturelle”.

(b) To ensure the smooth running of the Library section of the Centre by –

   (i) lending books and other library materials to subscribers;

   (ii) arranging and keeping all library materials in order;

   (iii) recording and processing library materials;

   (iv) charging and discharging library materials;

   (v) performing shelf reading, stock-taking, stock editing, classification and cataloguing;

   (vi) registering new subscribers/ books; and

   (vii) organising rotation of books.

(c) To assist in the organisation of artistic, cultural and educational activities.

(d) To compile statistics.

(e) To effect payments from the General Fund for expenditure.

(f) To submit financial reports of income and services provided to the CELPAC on all expenditure incurred in connection with activities of the CELPAC.

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

4. 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 Library and Animation Officer/Senior Library and Animation Officer in the roles ascribed to him.

4/...
Library and Animation Officer/Senior Library and Animation Officers will be required to work at staggered hours and on a six-day week basis.

The permanent and pensionable post carries salary in scale Rs 14,325 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 – 32,500 x 925 – 33,425 a month.

Appointment in a temporary capacity in the grade carries flat salary of Rs 14325 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. 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

4. Candidates are encouraged to submit on-line application through the government web portal at 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.

VI. CLOSING DATE

Applications should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side, not later than 3.00 p.m. on Monday 12 June 2017.

Date: 23 May 2017