PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 79 OF 2016

Vacancy for Post of Archivist
Ministry of Arts and Culture (National Archives)

Applications are invited from qualified officers of the Ministry of Arts and Culture (National Archives) who wish to be considered for appointment as Archivist in that Ministry.

II. QUALIFICATIONS

A. By selection from among officers in the Archives Officer Cadre who –

(i) reckon at least five years' service in a substantive capacity in the Cadre; and

(ii) possess a degree in the field of Archives from a recognised institution

or

(a) possess a degree from a recognised institution; and

(b) possess a Certificate in Archival Science (Records Management, Care, Conservation and Reprography) from a recognised institution.

B. Candidates should –

(i) possess good communication and organising skills; and

(ii) have the ability to motivate staff.

NOTE

Candidates should produce written evidence of knowledge claimed.

III. ROLE AND RESPONSIBILITIES

To be responsible for the archival of documents at the National Archives.

IV. DUTIES AND SALARY

1. To advise Ministries/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, etc.

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.

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. Applications should be submitted in duplicate, the original to be sent directly to the Secretary, Public Service Commission and the duplicate through the Permanent Secretary, Ministry of Arts and Culture.

3. This circular 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 26 December 2016.**

Date: 06 December 2016