PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 93 OF 2016

Vacancy for Post of Parliamentary Librarian and Information Officer
National Assembly

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

II. QUALIFICATIONS

A. By selection from among -

I. serving officers who hold a substantive appointment and who –

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

(ii) are 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

II. Candidates who –

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

(ii) are 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.

B. Candidates should –

(i) reckon at least five years’ post-qualification experience in Library Information System;

(ii) possess good managerial, conceptual and leadership skills; and

(iii) be computer literate.

NOTE

1. Candidates should produce written evidence of experience/knowledge claimed.
2. Candidates should submit a copy of their registration certificate as Professional Librarian together with their Application Form.

3. 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.

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

III. ROLE AND RESPONSIBILITIES

To plan, organise and manage the operation of the Parliamentary Library and maintain databases of the Documentation Management System.

IV. DUTIES AND SALARY

1. To be responsible to the Clerk of the National Assembly for –
   (i) the day-to-day administration and running of the Parliamentary Library and Information Services;
   (ii) the annotations of the existing legislations with respect to amendments passed and assented to; and
   (iii) the updating and archiving of all documents produced by the National Assembly and the supervision of the document imaging/archiving management system.

2. To provide 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.

3. To assist the Clerk of the National Assembly in –
   (i) preparing working documents for circulation to Honourable Members of Parliament; and
   (ii) the organisation of seminars and workshops for Honourable Members and Parliamentary staff.

4. To control, co-ordinate and supervise the work of officers working under his responsibility.
5. To attend to information work and bibliographical enquiries.

6. To supervise the updating of the statistical research files in the Parliamentary E-Library.

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

8. 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 Parliamentary Librarian and Information Officer in the roles ascribed to him.

**Note**

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

The permanent and pensionable post carries salary in scale Rs 37,125 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 62,950 x 1,850 – 68,500 x 1,950 – 70,450 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 their respective Supervising/Responsible Officers.

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](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.**

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 Wednesday 08 February 2017.**

Date: 19 January 2017

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