Vacancies for Post of Librarian
Ministry of Education and Human Resources

Applications are invited from qualified officers who wish to be considered for appointment as Librarian in the Ministry of Education and Human Resources.

II. QUALIFICATIONS

1. Candidates should possess:

   A. a degree in Library and Information Science from a recognised institution

   or

   B. a degree from a recognised institution together with a postgraduate diploma in Library and Information Science from a recognised institution.

   OR

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

2. Candidates should 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.

3. Candidates should be computer literate.

Note

1. Candidates should produce written evidence of knowledge claimed.

2. Candidates should submit a copy of their registration as Professional Librarian together with their application form.

3. The onus for the submission of equivalence of qualification (if applicable) from the relevant authorities rests on the candidates.

III. DUTIES AND SALARY

1. To assist the Senior Librarian in the day-to-day administration of specialised libraries.

2. To assist in the planning and implementation of library projects.

3. To control, co-ordinate and supervise the work of officers working under his responsibility.

4. To assist in the organisation of workshops, training courses, user-oriented extension and promotion activities.

5. To advise on the compilation and maintenance of a union catalogue.

6. To advise on the selection of library materials and equipment, stock development and use.
7. To advise on the efficient use of internet facilities available in the libraries.

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

9. 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 Librarian in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 24,425 x 750 – 29,675 x 900 – 34,175 x 1,200 – 37,775 x 1,500 – 52,775 a month. However, for the year 2014, incumbents would draw salary at the discounted rate in accordance with the Master Conversion Table of the Errors, Omissions and Anomalies Committee Report 2013.

IV. 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.gov.mu

4. On-line application can also be submitted through the government web portal at http://www.gov.mu

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

6. Candidates are 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.

V. 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 20 May 2014.

Date: 30 April 2014