Vacancies for Post of Library Officer
Ministry of Education and Human Resources

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

II. QUALIFICATIONS

By selection from among officers in the grade of Senior Library Clerk who -

(a) reckon an aggregate of 10 years’ service in a substantive capacity in the grades of Senior Library Clerk, Library Clerk and the former grade of Library Assistant; and

(b) possess a diploma in Library and Information Science or a diploma in Information and Library Studies from a recognised institution or the “Certificat d’Aptitude aux Fonctions de Bibliothécaire” or the Higher Certificate in Librarianship and Information Science of Napier University or an equivalent qualification acceptable to the Public Service Commission.

III. DUTIES AND SALARY

1. To be responsible for the administration and management of a library or documentation unit.

2. To select, acquire, accession, classify, catalogue and index library materials.

3. To be responsible for stock-taking, shelf-reading, stock-editing and the development and weeding of library collection.

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

5. To maintain and keep up-to-date records, catalogues, indexes and special files.

6. To provide research assistance, reference and bibliographical services to readers.

7. To arrange displays, organise talks and other relevant user-oriented extension and promotional activities.

8. To search and retrieve information from electronic systems such as Internet, CD-ROMs and other electronic media.

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

10. 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 Officer in the roles ascribed to him.
The permanent and pensionable post carries salary in scale Rs 17,675 x 450 – 19,475 x 600 – 20,675 x 750 – 29,675 x 900 – 34,175 x 1,200 – 37,775 x 1,500 – 39,275 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 the Senior Chief Executive, Ministry of Education and Human Resources.

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 Friday 18 April 2014.

Date: 28 March 2014