PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 25 OF 2013

Vacancy for the 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 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;

(ii) are registered as Professional Librarian with the Mauritius Council of Registered Librarians under Section 13 of Act No. 4 of 2000; and

(iii) reckon at least five years’ post-qualification experience.

B. Candidates should -

(i) have a knowledge of parliamentary practice and procedures; and

(ii) be conversant with the latest library systems.

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. 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 the day-to-day administration and running of the Parliamentary Library and Information Services.

2. To be responsible for the annotations of the existing legislations with respect to amendments passed and assented to.

3. 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 clients of the Parliamentary Library.

4. To be responsible for the updating and archiving of all the documents produced by the National Assembly and for the supervision of the document imaging/archiving management system.

5. To assist the Clerk of the National Assembly in preparing working documents for circulation to Honourable Members of Parliament.

6. To assist in the organisation of seminars and workshops for Honourable Members and Parliamentary staff.

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

8. To attend to information work and bibliographical enquiries.

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

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 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 35,375 x 1,200 – 37,775 x 1,500 – 58,775 x 1,800 – 65,975 a month. However, for the year 2013 and the year 2014, the incumbent would draw salary at the discounted rate of Rs 34,790 and Rs 35,080 respectively, in accordance with the Master Conversion Table of the Errors, Omissions and Anomalies Committee Report 2013.
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 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.

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 15 July 2013.

Date: 25 June 2013

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