

## MAURITIUS PUBLIC SERVICE

### PUBLIC ADVERTISEMENT NO. 95 OF 2021

#### Vacancies for Post of Library Officer Ministry of Education, Tertiary Education, Science and Technology

Applications are invited from qualified candidates who wish to be considered for appointment as **Temporary** Library Officer in the Ministry of Education, Tertiary Education, Science and Technology.

#### **II. AGE LIMIT**

Candidates, unless in the service, should not have reached their **40<sup>th</sup>** birthday by the closing date for the submission of applications.

#### **III. QUALIFICATIONS**

Candidates should:

- (i) 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; and
- (ii) be computer literate.

#### **NOTE**

1. Candidates should produce written evidence of knowledge claimed.
2. **The onus for the submission of written evidence of knowledge claimed and equivalence of qualifications (if applicable) from the relevant authorities (Higher Education Commission or Mauritius Qualifications Authority) rests on the candidates. Applications will not be considered in case of non-submission of written evidence of knowledge claimed and Equivalence Certificate, as appropriate, by the closing date.**
3. Candidates may be required to take part in a written examination.
4. The Commission reserves the right:
  - (i) to convene **only** the best qualified candidates for interview; and
  - (ii) not to make any appointment following this advertisement.

#### **IV. 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 21,850 x 375 – 22,225 x 400 – 23,425 x 525 – 26,050 x 675 – 27,400 x 825 – 35,650 x 900 – 37,450 x 950 – 42,200 x 1,300 – 46,100 x 1,575 – 47,675 a month.

Appointment in a temporary capacity in the grade carries a flat salary of Rs 21, 850 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 Public Service, Administrative and Institutional 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 Commissions/Embassies overseas.

2. Candidates already in the service **should** submit their application **in duplicate**, the original to be sent directly to the Secretary, Public Service Commission and the duplicate through their respective Supervising Officer/Responsible Officer.
3. This advertisement together with the Application Form (PSC Form 7) are available on the website of the Public Service Commission at **<https://psc.govmu.org>**
4. Acknowledgement of applications will be made, as far as possible, by **e-mail**. Candidates are, therefore, advised to submit their e-mail address.
5. 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 candidate.**

#### **VI. CLOSING DATE**

Application Forms should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side, **not later than 15 00 hours (local time) on Thursday 27 January 2022.** Application Forms received after the specified closing date and time will **not** be considered.

**Date: 07 January 2022**

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