MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 55 OF 2023

Vacancy for Post of Archivist
Ministry of Arts and Cultural Heritage (National Archives Department)

Applications are invited from qualified candidates who wish to be considered for appointment as Archivist in the National Archives Department of the Ministry of Arts and Cultural Heritage.

II. AGE LIMIT

Candidates, unless already in the Service, should not have reached their 45th birthday by the closing date for the submission of applications.

III. QUALIFICATIONS

By selection from among candidates who-

A. (i) possess a Cambridge Higher School Certificate or passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level”;

(ii) possess a degree in the field of Archives from a recognised institution; and

(iii) are computer literate.

OR

Equivalent qualifications to A (i) and A (ii) above acceptable to the Public Service Commission.

Note 1

In the absence of candidates possessing qualification at A (ii) above, by selection from among candidates who possess a degree in English or French or History or Mauritian Studies or Heritage Studies from a recognised institution.

Note 2

Qualifications at A (i) above should have been obtained prior to qualifications at A (ii) or at “Note 1” above. However, candidates who, as at 30 June 2003, did not possess the qualification at A (i) above will also be considered provided they hold -

(a) a Cambridge School Certificate or passes obtained on one certificate at the General Certificate of Education “Ordinary Level” either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject or an equivalent qualification acceptable to the Public Service Commission; and
(b) a Master’s Degree or a postgraduate diploma from a recognised institution in the field of Archives or in any of the fields under “Note 1” above or an equivalent qualification acceptable to the Public Service Commission.

Qualification at (a) under “Note 2” should have been obtained prior to qualifications at A (ii) above or at “Note 1” above and at (b) under “Note 2”.

**Note 3**

The selected candidate who does not possess a degree or a Master’s Degree or a postgraduate diploma in the field of Archives will be appointed in a temporary capacity in the first instance and will be required to follow the course leading to the Certificate in Archival Science (Records Management, Care, Conservation and Reprography) as approved and arranged by the Ministry of Arts and Cultural Heritage. On successful completion of the course, consideration will be given to his appointment as Archivist in a substantive capacity.

**B. Candidates should –**

(i) possess good communication and organising skills; and

(ii) have the ability to motivate staff.

**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 qualification (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. ROLE AND RESPONSIBILITIES**

To be responsible for the archival of documents at the National Archives.
V. DUTIES AND SALARY

1. To advise Ministries/Departments on the conservation of records.
2. To be responsible for all procedures regarding disposal of public records.
3. To organise the receipt, classification and cataloguing of archives records.
4. To advise on materials for archive collection, the keeping of documents and microfilming of documents, etc.
5. To survey and assess any material being offered to the archives.
6. To assist in the maintenance of security of archival documents from damage, destruction and theft.
7. To assist in the preparation of guides and finding aids.
8. To do research work.
9. To look after the physical well-being of records to ensure that any parchment, frail paper and film is treated, handled and stored so that it will not decay or get damaged.
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 Archivist in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 27,400 x 825 - 35,650 x 900 - 37,450 x 950 - 42,200 x 1,300 - 46,100 x 1,575 - 49,250 x 1,650 - 54,200 x 1,700 - 62,700 a month.

Appointment in a temporary capacity in the grade carries a flat salary of Rs 27,400 a month.

VI. MODE OF APPLICATION

1. Qualified candidates are advised to submit their application electronically at the following address:

   https://psc.govmu.org

2. Candidates may also apply electronically at the Enquiry Counter of the Public Service Commission, 7, Louis Pasteur Street, Forest Side from 09 00 hours to 15 30 hours on weekdays and not later than 15 00 hours on the closing date.

   4/...

3. Candidates are requested to follow the procedures that can be accessed through the “How to Apply” option on the above address.
4. Candidates already in the service should also submit a printed copy of their electronic Application Form, duly signed, through their respective Supervising Officer/Responsible Officer.

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. For queries regarding Username and Password, the Government Online Centre (GOC) may be contacted on the e-mail address support@ncb.mu or on phone number 454 9955.

7. For technical support and other queries, the helpdesk of the Public Service Commission may be contacted on the e-mail address pdsc@govmu.org or phone number 670 9705 or fax number 670 3417.

8. Candidates are also advised to read carefully the “NOTES AND INSTRUCTIONS FOR ONLINE APPLICATION (in response to Public Advertisement)” before filling in the Application Form. Care should be taken to fill in the online Application Form correctly. Incomplete, inadequate or inaccurate filling of the Application Form may entail elimination of the candidate.

9. The Commission reiterates its request to candidates to submit their application electronically. However, qualified candidates not applying online may 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.

VII. CLOSING DATE

Applications should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side, not later than 15 00 hours (local time) on Tuesday 06 June 2023. Applications received after the specified closing date and time will not be considered.

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

Date: 17 May 2023