

**MAURITIUS PUBLIC SERVICE**

**PUBLIC ADVERTISEMENT NO. 110 OF 2023**

**Vacancy for the Post of Documentalist**  
**Ministry of Gender Equality and Family Welfare**

Applications are invited from qualified candidates who wish to be considered for appointment as Documentalist in the Ministry of Gender Equality and Family Welfare.

**II. AGE LIMIT**

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

**III. QUALIFICATIONS**

Candidates should possess -

- A. a Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained on one certificate or passes not below Grade C in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained on one certificate at the General Certificate of Education "Ordinary Level".

**Note**

Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at "Principal Level" and one subject at "Subsidiary Level" as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations.

- B. a Certificate in Library Studies or Librarianship or Information Studies from a recognised institution.

OR

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

- C. Candidates should 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 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. DUTIES AND SALARY**

1. To ensure the smooth running of the Documentation Unit and to perform stock-taking, shelf-reading and stock-editing including the development and weeding of library collection.
2. To select, acquire, accession and classify catalogues/periodicals/publications, books, magazines, newspapers and other materials.
3. To ensure safety and control of all items/reading materials of the Documentation Unit.
4. To issue materials of the Documentation Unit and ensure recovery of overdue materials.
5. To gather and compile information of interest pertaining to women empowerment, gender equality, child protection/development and family welfare from different sources.
6. To search and retrieve information from electronic systems such as Internet, CD-ROMs and other electronic media.
7. To supervise the work of subordinate staff.
8. To provide services and research assistance to users.
9. To maintain and keep up-to-date records of catalogues, indexes and special files.

10. To ensure that books, magazines and other publications are properly displayed on the shelves.
11. To process claims for payment in connection with purchase of books, magazines, newspapers and other materials for the Documentation Unit.
12. To gather press cuttings for circulation among relevant officers of the Ministry.
13. To use ICT in the performance of his duties.
14. 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 Documentalist 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 – 41,250 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 Form **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 Monday 11 September 2023.** Application Forms received after the specified closing date and time will **not** be considered.

**Date: 22 August 2023**

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