

PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 96 OF 2023

Vacancy for Post of Law Librarian/Senior Law Librarian
The Judiciary

Applications are invited from qualified officers of The Judiciary who wish to be considered for appointment as Law Librarian/Senior Law Librarian in The Judiciary.

II. QUALIFICATIONS

By selection from among Senior Law Library Officers and Law Library Officers who –

- (a) (i) possess a degree in Library and Information Science from a recognised institution

or

- (ii) possess a degree from a recognised institution together with a postgraduate diploma in Library and Information Science from a recognised institution

OR

Equivalent qualifications acceptable to the Public Service Commission.

- (b) are registered as Professional Librarians with the Mauritius Council of Registered Librarians under section 13 of the Mauritius Council of Registered Librarians Act No. 4 of 2000; and
- (c) reckon at least four years' post-qualification experience in the field of library acquired after obtention of the degree or postgraduate diploma specified at (a) above.

NOTE

- (i) **Candidates should submit a copy of their registration certificate as Professional Librarian with the Mauritius Council of Registered Librarians under section 13 of the Mauritius Council of Registered Librarians Act No. 4 of 2000 together with their Application Form.**
- (ii) **The onus for the submission of written evidence of experience 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 experience and Equivalence Certificate, as appropriate, by the closing date.**

III. ROLE AND RESPONSIBILITIES

To be responsible for the overall administration, management and control of the Law Library and ensure its efficient functioning.

IV. DUTIES AND SALARY

1. To advise on policies, legislation and development of the Law Library and ensure implementation of Library projects.
2. To organise, coordinate and supervise the work of subordinate staff.
3. To monitor the updating and annotating of the Laws of Mauritius, both online and manual, when enactments are published.
4. To supervise and monitor the abstracting and indexing of legal information and the compilation of indexes including Supreme Court judgments.
5. To advise on the selection of library material and equipment, stock development and use.
6. To control and monitor library expenditure and advise on library budget.
7. To order books, periodicals and other related materials.
8. To ensure the proper maintenance of a computerised database on legal information.
9. To organise workshops, seminars and extension activities.
10. To attend to information work including bibliographical and reference enquiries.
11. To use ICT in the performance of his duties.
12. 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 Law Librarian/Senior Law Librarian in the roles ascribed to him.

Note

The Law Librarian/Senior Law Librarian may be required to work on a roster basis to cover the opening hours of the Library.

The permanent and pensionable post carries salary in scale Rs 28,225 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 – 64,400 x 1,800 – 69,800 a month.

V. MODE OF APPLICATION

1. Qualified candidates should submit their application **electronically** via the website of the Public Service Commission at the following address:
<https://psc.govmu.org>
2. Candidates are requested to follow the procedures that can be accessed through the **“How to Apply”** option on the above address.
3. Candidates **should** also submit a printed copy of their Application Form, **duly signed**, through the Judge in Bankruptcy and Master and Registrar.
4. 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**.
5. 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**.
6. Candidates are also advised to read carefully the **“NOTES AND INSTRUCTIONS FOR ONLINE APPLICATION (in response to PSC Circular Notes)”** 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.**

VI. CLOSING DATE

Online Applications should be submitted **not later than 15 00 hours (local time) on Thursday 30 November 2023**. Applications received after the specified closing date and time will **not** be considered.

Date: 10 November 2023

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