

MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 37 OF 2024

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

Applications are invited from qualified candidates who wish to be considered for appointment as Record Manager 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

A. Candidates should –

- (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 or a degree in English or French or History or Mauritian Studies or Heritage Studies from a recognised institution; and
- (iii) be computer literate.

OR

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

Note 1

Qualification at A (i) above should have been obtained prior to qualification at A (ii) 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 one of the fields at A (ii) above or an equivalent qualification acceptable to the Public Service Commission.

Qualification at (a) under '**Note 1**' should have been obtained prior to qualifications at A (ii) above and at (b) under '**Note 1**'.

Note 2

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 Record Manager in a substantive capacity.

B. Candidates should –

- (i) possess good communication and leadership 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:
 - (a) to convene **only** the best qualified candidates for interview; and
 - (b) not to make any appointment following this advertisement.

IV. ROLE AND RESPONSIBILITIES

To assist in the management and administration of the Records Centre at the National Archives.

V. DUTIES AND SALARY

1. To be responsible for all matters relating to the Public Records Appraisal Committee including follow-up action on all decisions of the Committee.
2. To ensure that legal provisions in respect of streamlining of public records are implemented.
3. To plan, co-ordinate and monitor all records management procedures.
4. To supervise the work of officers posted to the Records Centre.
5. To assist the Chairman of the Public Records Appraisal Committee in conducting the appraisal of public records.
6. To inspect records in Ministries/Departments and advise on their preservation.
7. To use ICT in the performance of his duties.
8. 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 Record Manager 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.

VI. 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.**

VII. 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 June 2024**. Application Forms received after the specified closing date and time will **not** be considered.

Date: 07 June 2024

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