

MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 68 OF 2024

Vacancy for Post of Head, Documentation Unit Prime Minister's Office (Government Information Service)

Applications are invited from qualified candidates who wish to be considered for appointment as Head, Documentation Unit in the Prime Minister's Office (Government Information Service).

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 possess a degree in Library and Information Science from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.
- B. Candidates should –
- (i) be registered 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;
 - (ii) reckon at least four years' experience in the organisation, administration and operation of a computerised library or documentation unit;
 - (iii) be fully conversant with the required ICT tools and the latest techniques relating to library and documentation work; and
 - (iv) possess –
 - (a) good administrative and organising abilities;
 - (b) good interpersonal skills; and
 - (c) the ability to manage and lead a team of officers.

NOTE

1. Candidates should produce written evidence of experience/knowledge claimed.
2. **The onus for the submission of written evidence of experience/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 experience/knowledge claimed and Equivalence Certificate, as appropriate, by the closing date.**

3. **Candidates should submit a copy of their Certificate of Registration as Professional Librarian with the Mauritius Council of Registered Librarians together with their Application Form.**
4. Candidates may be required to take part in a written examination.
5. 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 to the Director, Information Services for the efficient and effective functioning of the Documentation Unit and for the setting up/operation of a computerised system for the storage and retrieval of information and data.

V. DUTIES AND SALARY

1. To be responsible for the overall administration of the Documentation Unit and to ensure enhanced service delivery.
2. To advise on -
 - (i) policies with regard to the development of the Documentation Unit; and
 - (ii) training needs for officers of the Documentation Unit and to organise training courses.
3. To supervise and coordinate the work of subordinate staff.
4. To set up/manage an integrated Information System for the acquisition, storage and archiving of information and data and for the quick retrieval thereof.
5. To arrange for relevant documents/reports/speeches to be readily available in the Unit.
6. To constitute dossiers on government projects and programmes and on issues/subjects of public interest.
7. To ensure that -
 - (i) assistance is provided for the daily Press Review exercise; and
 - (ii) book collections are regularly updated, catalogued and referenced and fed into a library management system.
8. To keep archives for newspapers and any other documentation relevant for the Public Service (digital as well as printed copies).

9. To guide users and provide them with information available in library records.
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 Head, Documentation Unit in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 40,300 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.

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 Tuesday 24 September 2024.** Application Forms received after the specified closing date and time will **not** be considered.

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

Date: 04 September 2024