MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 74 OF 2026

Vacancy for Post of Archives Officer/Senior Archives Officer
Ministry of Arts and Culture (National Archives Department)

Applications are invited from qualified candidates who wish to be considered for appointment as Archives Officer/Senior Archives Officer in the Ministry of Arts and Culture (National Archives Department).

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. (i) Cambridge School Certificate with credit in at least five subjects including English Language, French and either History or Literature in English or French Literature obtained at not more than two sittings or

(ii) Passes not below Grade C in at least five subjects including English Language, French and either History or Literature in English or French Literature obtained at not more than two sittings at the General Certificate of Education "Ordinary Level" provided that at one of the sittings, passes have been obtained 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.

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 Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education "Advanced Level".

OR

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

C. Candidates should –

(i) possess good interpersonal and communication skills; and

(ii) be computer literate.

Qualification at A above should have been obtained prior to qualification at B above.

NOTE

Archives Officer/Senior Archives Officers will be required to follow successfully a course leading to the award of a Certificate in Archival Science (Records Management, Care, Conservation and Reprography), as approved and arranged by the Ministry of Arts and Culture.

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 with 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 assist the Chief Archives Officer through the Principal Archives Officer in the performance of the following duties –

(i) the preparation of exhibition;

(ii) the recording of oral history; and

(iii) the implementation of the Digitisation Project and other projects of the National Archives.

2. To accession and stack additions to the National Archives Collections.

3. To classify, index and catalogue records.

4. To prepare finding aids and other research tools including national chronology and other bibliographical supplements.

5. To attend to requests from users.

6. To ensure that the code of conduct for users in the search rooms are adhered to.

7. To monitor new deposits as described in the National Archives Act.

8. To carry out research work (local, foreign and official) and submit reports thereon.

9. To prepare photocopies or photographic replicas for authentication.

10. To transcribe archival records.

11. To present documentary evidence in court cases, as and when required.

12. To be responsible for sales of Archives publications.

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 Archives Officer/Senior Archives Officer in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 26,045 x 300 – 26,945 x 320 – 28,865 x 350 – 30,965 x 400 – 31,765 x 425 – 33,040 x 560 – 35,840 x 725 – 37,290 x 925 – 39,140 x 970 – 46,900 x 1,050 – 49,000 a month.

However, for the year 2026, the discounted initial salary would be Rs 24, 216.

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 and Administrative 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

Applications Forms should be submitted **not later than 15 00 hours *(local time)* on Wednesday 21 October 2026.** Application Forms received after the specified closing date and time will **not** be considered.

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

Date: 08 October 2026.