

GOVERNMENT OF MAURITIUS

SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS

- Ministry:** Arts and Cultural Heritage (National Archives)
- Post:** Chief Archives Officer
- Salary:** Rs 31,525 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 – 52,550 (05 063 082)
- Effective Date:** 28 November 2023
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Principal Archives Officer who –
- (i) possess good organising skills; and
 - (ii) have good interpersonal and communication skills.
- Role and Responsibilities:** To ensure the proper archiving security and control of archival documents and for the smooth running of the Archives Unit.
- Duties:**
1. To assist the Director, National Archives and the Deputy Director, National Archives in the discharge of their duties with special reference to Archives Administration.
 2. To supervise and monitor the works of the Principal Archives Officer and junior staff of the Archives Cadre.
 3. To be responsible for the maintenance of discipline within the Archives Cadre and the Search Rooms.
 4. To oversee the description, arrangement and cataloguing of records in any format in accordance with accepted standards and practices of the Archives profession.
 5. To work in collaboration with the Archivist in planning and implementing accessibility to the archival collections for a wide variety of researchers and other public users while maintaining protection of the collection from misuse and theft.
 6. To work in collaboration with the Archivist in matters relating to acquisition of documents and legal deposits.

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CERTIFIED CORRECT

B. D. Nundloll

B. D. Nundloll (Mrs)

for Secretary for Public Service

28 November 2023

Date.....

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7. To assist in the implementation of the Digitisation Project and other projects of the National Archives.
8. To represent the National Archives in matters relating to Archives Administration, as and when required.
9. To use ICT in the performance of his duties.
10. 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 Chief Archives Officer in the roles ascribed to him.



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B. D. Nundloll

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28 November 2023

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