GOVERNMENT OF MAURITIUS

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

Ministry: Civil Service and Administrative Reforms
Post: Library and Documentation Officer
Salary: Rs 17,675 x 450 – 19,475 x 600 – 20,675 x 750 – 29,675 x 900 – 34,175 x 1,200
– 37,775 x 1,500 – 39,275 (05 39 66)
Effective Date: 24 March 2014
Qualifications: A. (i) A diploma in Library and Information Science or a diploma in
Information and Library Studies from a recognised institution

or

(ii) The “Certificat d’Aptitude aux Fonctions de Bibliotheaque”

or

(iii) The Higher Certificate in Librarianship and Information Science of
Napier University.

or

an equivalent qualification to A above acceptable to the Public Service
Commission.

B. Candidates should be computer literate.

Duties:

1. To assist the Senior Library and Documentation Officer in the
administration and day-to-day management of the Civil Service Library.

2. To assist in the operation of the computerised system for the storage,
retrieval and dissemination of information.

3. To keep stock of and develop the library collection.

4. To accession, catalogue and classify books, magazines, reports and
newsletters.

5. To ensure safety and control of catalogued materials.

CERTIFIED CORRECT

for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms
24 March 2014
GOVERNMENT OF MAURITIUS

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

-2-

6. To gather and compile information of interest to the Public Service from different sources.

7. To provide research assistance to users.

8. To keep records of issue and return of materials, books and magazines and other library statistics.

9. To subscribe/renew subscription of magazines.

10. To keep books, documents and magazines in order on the shelves and check the card catalogues.

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 Library and Documentation Officer in the roles ascribed to him.