SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS, 1967

Ministry: Civil Service Affairs and Administrative Reforms
Post: Senior Library and Documentation Officer
Salary: Rs 15,000 x 500 – 17,000 x 600 – 20,000 x 800 – 23,200
(05 45 58)
Effective Date: 30 December 2003
Qualifications: By promotion, on the basis of experience and merit, of an officer in the
grade of Library and Documentation Officer reckoning at least four years’
service in a substantive capacity in the grade who -

(i) is well conversant with the latest techniques of managing a
Library and Documentation Unit; and

(ii) possess good supervisory, communication and
interpersonal skills.

Note
For the first intake, consideration will be given to serving officers who -

(i) possess the Diploma in Information and Library Studies from a
recognised institution or the "Certificat d'Aptitude aux Fonctions de
Bibliothecaire" or the Higher Certificate in Librarianship and
Information Science of Napier University or an equivalent
qualification acceptable to the Public Service Commission;

(ii) reckon at least five years’ experience in the administration of a
library; and

(iii) have proven experience in the organisation and operation of a
specialised library.

Candidates should produce written evidence of any experience/knowledge
claimed.

Duties:
1. To be responsible for the organisation and efficient running of the
Library and Documentation Unit.

2. To perform duties related to the acquisition of soft and hard
information on management documents and other library
materials.
3. To be responsible for the operation of the computerised system for the storage, retrieval and dissemination of information.

4. To undertake research on issues pertinent to the activities of the Ministry and to access information via the Internet.

5. To ensure the provision of adequate services to users.

6. To select and order reference books, publications and other documents for the Library and Documentation Unit.

7. To prepare briefs on specific topics on request.

8. To maintain contact with present and potential users and promote the Library and Documentation Unit.

9. To supervise and co-ordinate the work of the staff of the Library and Documentation Unit.

10. To perform such cognate duties as may be assigned.

CERTIFIED CORRECT

for Secretary for Public Service Affairs

Date 30 DEC 2003