GOVERNMENT OF MAURITIUS

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

Department: The Judiciary

Post: Law Librarian/Senior Law Librarian

Salary: Rs 26,300 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 53,200 QB 54,825 x 1,625 – 62,950 (05 055 085)

Effective Date: 10 August 2017

Qualifications: By selection from among Senior Law Library Officers and Law Library Officers who –

A. (i) possess a degree in Library and Information Science from a recognised institution

or

(ii) possess a degree from a recognised institution together with a postgraduate diploma in Library and Information Science from a recognised institution

OR

Equivalent qualifications acceptable to the Public Service Commission.

B. are registered as Professional Librarians with the Mauritius Council of Registered Librarians under section 13 of the Mauritius Council of Registered Librarians Act No. 4 of 2000; and

C. reckon at least four years’ post-qualification experience in the field of library acquired after obtention of the degree or postgraduate diploma specified at A above.

NOTE

The Law Librarian/Senior Law Librarian should possess a degree in Library and Information Science or a postgraduate diploma in Library and Information Science or an equivalent qualification in order to proceed beyond the Qualification Bar (QB) provided in the salary scale of the grade.

CERTIFIED CORRECT

for Senior Chief Executive
Ministry of Civil Service and Administrative Reforms

10 August 2017
Date..............................................................
GOVERNMENT OF MAURITIUS

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

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Role and Responsibilities:
To be responsible for the overall administration, management and control of the Law Library and ensure its efficient functioning.

Duties:
1. To advise on policies, legislation and development of the Law Library and ensure implementation of Library projects.
2. To organise, coordinate and supervise the work of subordinate staff.
3. To monitor the updating and annotating of the Laws of Mauritius when amended enactments are published.
4. To supervise and monitor the abstracting and indexing of legal information and the compilation of indexes including Supreme Court judgments.
5. To advise on the selection of library material and equipment, stock development and use.
6. To control and monitor library expenditure and advise on library budget.
7. To order books, periodicals and other related materials.
8. To ensure the proper maintenance of a computerised database on legal information.
9. To organise workshops, seminars and extension activities.
10. To attend to information work including bibliographical and reference enquiries.
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 Law Librarian/Senior Law Librarian in the roles ascribed to him.

Note
The Law Librarian/Senior Law Librarian may be required to work on a roster basis to cover the opening hours of the Library.

CERTIFIED CORRECT

[Signature]
for Senior Chief Executive
Ministry of Civil Service and Administrative Reforms
10 August 2017
Date..................................................