GOVERNMENT OF MAURITIUS

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

Department: National Assembly

Post: Parliamentary Librarian and Information Officer

Salary: Rs 29,000 x 1,000 – 30,000 x 1,250 – 50,000 (05 58 75)

Effective Date: 21 December 2011

Qualifications: A. By selection from among serving officers who hold a substantive appointment and who –

(i) possess a degree in Library and Information Science from a recognised institution or an equivalent qualification acceptable to the Public Service Commission;

(ii) are registered as Professional Librarian with the Mauritius Council of Registered Librarians under Section 13 of Act No. 4 of 2000; and

(iii) reckon at least five years’ post-qualification experience.

B. Candidates should –

(i) have a knowledge of parliamentary practice and procedures; and

(ii) be conversant with the latest library systems.

Candidates should produce written evidence of knowledge claimed.

Role and Responsibilities: To plan, organise and manage the operation of the Parliamentary Library and maintain databases of the Documentation Management System.

Duties:

1. To be responsible to the Clerk of the National Assembly for the day-to-day administration and running of the Parliamentary Library and Information Services.

2. To be responsible for the annotations of the existing legislations with respect to amendments passed and assented to.

3. To provide appropriate, effective, timely, confidential and non-partisan reference service and general assistance on information pertaining to parliamentary business and other parliamentary research work to the Speaker, Honourable Members of Parliament, the Clerk of the National Assembly, Parliamentary staff and other authorised clients of the Parliamentary Library.

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for Senior Chief Executive
Ministry of Civil Service and Administrative Reforms

Date 21 DEC 2011
4. To be responsible for the updating and archiving of all the documents produced by the National Assembly and for the supervision of the document imaging/archiving management system.

5. To assist the Clerk of the National Assembly in preparing working documents for circulation to Honourable Members of Parliament.

6. To assist in the organisation of seminars and workshops for Honourable Members and Parliamentary staff.

7. To control, co-ordinate and supervise the work of officers working under his responsibility.

8. To attend to information work and bibliographical enquiries.

9. To supervise the updating of the statistical research files in the Parliamentary E-Library.

10. To use ICT in the performance of his duties.

11. 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 Parliamentary Librarian and Information Officer in the roles ascribed to him.

**Note**
The Parliamentary Librarian and Information Officer is required to work at staggered hours.

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