

GOVERNMENT OF MAURITIUS

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

Department: National Assembly

Post: Assistant Parliamentary Librarian and Information Officer

Salary: Rs 27,850 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 56,450 (05 057 081)

Effective Date: 28 September 2016

- Qualifications:**
- A. Candidates should –
 - (i) possess a degree in Library and Information Science from a recognised institution or an equivalent qualification acceptable to the Public Service Commission;
 - (ii) be registered as Professional Librarian with the Mauritius Council of Registered Librarians under section 13 of the Mauritius Council of Registered Librarians Act No. 4 of 2000; and
 - (iii) reckon at least two years’ post-qualification experience in Library Information System.
 - B. Candidates should –
 - (i) possess communication and interpersonal skills; and
 - (ii) be computer literate.

Candidates should produce written evidence of experience/knowledge claimed.

Role and Responsibilities: To provide assistance in the planning, organisation and management of the operation of the Parliamentary Library and in maintaining databases of the Documentation Management System.

- Duties:**
1. To generally assist the Parliamentary Librarian and Information Officer in the day-to-day discharge of his duties which include the following –
 - (i) providing 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 customers of the Parliamentary Library;

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*for Senior Chief Executive
 Ministry of Civil Service and
 Administrative Reforms*
 28 September 2016
 Date.....



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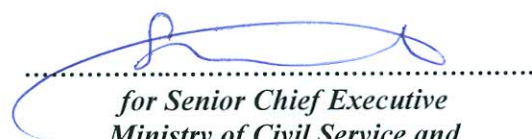
- (ii) updating and archiving of all documents produced by the National Assembly and the supervision of the document imaging/archiving management system;
 - (iii) assisting the Clerk of the National Assembly in preparing working documents for circulation to Honourable Members of Parliament;
 - (iv) assisting in the organisation of seminars and workshops for Honourable Members and Parliamentary staff;
 - (v) attending to information work and bibliographical enquiries; and
 - (vi) supervising the updating of the statistical research files in the Parliamentary E-Library.
2. To use ICT in the performance of his duties.
3. 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 Assistant Parliamentary Librarian and Information Officer in the roles ascribed to him.

Note

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



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