

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

Department: National Assembly
Post: Parliamentary Librarian and Information Officer
Salary: Rs 37,125 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 62,950 x 1,850 – 68,500 x 1,950 – 70,450 (05 068 089)
Effective Date: 28 September 2016
Qualifications: A. By selection from among –

- I. 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; and
 - (ii) are 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

- II. Candidates who –
- (i) possess a degree in Library and Information Science from a recognised institution or an equivalent qualification acceptable to the Public Service Commission; and
 - (ii) are 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.

- B. Candidates should –
- (i) reckon at least five years' post-qualification experience in Library Information System;
 - (ii) possess good managerial, conceptual and leadership skills; and
 - (iii) be computer literate.

Candidates should produce written evidence of experience/knowledge claimed.

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[Signature]
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*for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms*
28 September 2016
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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 –
 - (i) the day-to-day administration and running of the Parliamentary Library and Information Services;
 - (ii) the annotations of the existing legislations with respect to amendments passed and assented to; and
 - (iii) the updating and archiving of all documents produced by the National Assembly and the supervision of the document imaging/archiving management system.
 2. 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 customers of the Parliamentary Library.
 3. To assist the Clerk of the National Assembly in –
 - (i) preparing working documents for circulation to Honourable Members of Parliament; and
 - (ii) the organisation of seminars and workshops for Honourable Members and Parliamentary staff.
 4. To control, co-ordinate and supervise the work of officers working under his responsibility.
 5. To attend to information work and bibliographical enquiries.
 6. To supervise the updating of the statistical research files in the Parliamentary E-Library.
 7. To use ICT in the performance of his duties.

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GOVERNMENT OF MAURITIUS

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8. 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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