

GOVERNMENT OF MAURITIUS

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

Ministry: Education and Human Resources

Post: Librarian

Salary: Rs 24,425 x 750 – 29,675 x 900 – 34,175 x 1,200 – 37,775 x 1,500 – 52,775 (05 50 75)

Effective Date: 14 January 2014

Qualifications: A. A degree in Library and Information Science from a recognised institution.

or

B. A degree from a recognised institution together with a postgraduate diploma in Library and Information Science from a recognised institution.

OR

Equivalent qualifications to A and B above acceptable to the Public Service Commission.

C. Candidates should 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.

D. Candidates should be computer literate.

Candidates should produce written evidence of knowledge claimed.

Duties:

1. To assist the Senior Librarian in the day-to-day administration of specialised libraries.
2. To assist in the planning and implementation of library projects.
3. To control, co-ordinate and supervise the work of officers working under his responsibility.

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*for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms*

14 January 2014

Date.....

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4. To assist in the organisation of workshops, training courses, user-oriented extension and promotion activities.
5. To advise on the compilation and maintenance of a union catalogue.
6. To advise on the selection of library materials and equipment, stock development and use.
7. To advise on the efficient use of internet facilities available in the libraries.
8. To use ICT in the performance of his duties.
9. 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 Librarian in the roles ascribed to him.



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*for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms*

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