

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

- Ministry:** Fisheries
- Post:** Library and Documentation Officer
- Salary:** Rs 14,200 x 400 – 15,000 x 500 – 16,000 x 600 – 23,200 x 800 – 28,000 x 1,000 – 29,000 (05 35 58)
- Effective Date:** 06 June 2012
- Qualifications:**
- A. (a) Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings or
  - (b) Passes not below Grade C in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings at the General Certificate of Education “Ordinary Level” provided that at one of the sittings, passes have been obtained either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject.

**Note**

Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at “Principal Level” and one subject at “Subsidiary Level” as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations.

- B. A Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level”.
- C. A diploma in Library and Information Science or a diploma in Information and Library Studies from a recognised institution or the “Certificat d’Aptitude aux Fonctions de Bibliothécaire” or the Higher Certificate in Librarianship and Information Science of Napier University.

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**CERTIFIED CORRECT**

  
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for Senior Chief Executive  
Ministry of Civil Service and  
Administrative Reforms

Date. 06 JUN 2012  
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OR

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

D. Candidates should be computer literate.

Qualification at A above should have been obtained prior to qualification at B above.

Candidates should produce written evidence of knowledge claimed.

**Duties:**

1. To be responsible for -
  - (i) the administration and the day-to-day management and efficient running of the Library and Documentation Unit at the Albion Fisheries Research Centre;
  - (ii) the operation of the computerised system for the storage, retrieval and dissemination of information; and
  - (iii) stock-taking, shelf-reading and stock-editing and the development of library collection.
2. To select and acquire reference materials and to subscribe to periodicals related to fisheries.
3. To accession, classify, catalogue and index library materials.
4. To ensure safety and control of catalogued materials.
5. To gather and compile information of interest to fisheries research, development and management and oceanography from different sources.
6. To provide services and research assistance to users.
7. To maintain and keep up-to-date records of Library statistics.

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**CERTIFIED CORRECT**

*[Signature]*  
.....  
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8. To issue library materials and ensure recovery of overdue materials.
9. To ensure that books and magazines are properly displayed on the shelves.
10. To maintain contact with present and potential users and promote the Library and Documentation Unit of the Albion Fisheries Research Centre.
11. To effect the sale of books, posters and charts and remit proceeds to the Finance Section.
12. To use ICT in the performance of his duties.
13. 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 Library and Documentation Officer in the roles ascribed to him.

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