

GOVERNMENT OF MAURITIUS

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

- Organisation:** Rodrigues Regional Assembly (Archives and Museum)
- Post:** Archives Officer/Senior Archives Officer
- Salary:** Rs 12,425 x 250 – 13,675 x 300 – 15,475 x 350 – 17,225 x 450 – 19,475 x 600 –
20,675 x 750 – 28,175 (05 22 55)
- Effective Date:** 01 September 2015
- Qualifications:**
- A. A Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level” or an equivalent qualification acceptable to the Public Service Commission.
- B. Candidates should be computer literate.
- Candidates should produce written evidence of knowledge claimed.

NOTE

Archives Officer/Senior Archives Officers will be required to follow a course at a recognised institution leading to a Certificate in Archival Science (Records Management, Care, Conservation and Reprography).

- Duties:**
1. To assist the Archivist in the effective management of the sections of the Archives Unit, accessioning and stacking additions to these sections.
 2. To prepare –
 - (i) research tools, current chronology and bibliographical supplements;
 - (ii) catalogues and other finding-aids; and
 - (iii) photocopies, photographic replicas for authentication.
 3. To inspect public archives lying in repositories other than the National Archives.

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CERTIFIED CORRECT


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*for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms*
01 September 2015

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4. To initiate action for the recording, keeping and maintaining of oral history archives.
5. To be in charge of accounts and sale of Archives publications.
6. To classify, index, catalogue and transcribe records, maps, plans, books and other archives materials.
7. To monitor the deposit of archives materials.
8. To assist in –
 - (i) the supervision of stacks and search rooms;
 - (ii) the maintenance of discipline on the premises of the Archives Unit; and
 - (iii) research work and to attend to requests from searchers.
9. To do research work for local and foreign researchers and prepare reports thereof.
10. To organise exhibitions of archival records.
11. To transcribe archival documents.
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 Archives Officer/Senior Archives Officer in the roles ascribed to him.



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