

GOVERNMENT OF MAURITIUS

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

**Organisation:** Rodrigues Regional Assembly (Public Library)

**Post:** Officer-in-Charge, Library Services

**Salary:** Rs 30,000 x 1,250 – 45,000 (05 59 71)

**Effective Date:** 15 March 2012

**Qualifications:** By promotion, on the basis of experience and merit, of an officer in the grade of Librarian (Rodrigues) who reckons at least four years' service in a substantive capacity in the grade and who –

- (i) has good organising and administrative abilities;
- (ii) possesses good interpersonal and communication skills; and
- (iii) has the potential and ability to manage and lead a team of officers.

**Role and Responsibilities:** To be responsible for the overall administration and management of library services in the Rodrigues Regional Assembly in line with approved policies and to ensure that libraries are run in the most economical, efficient and effective manner.

- Duties:**
1. To formulate the Rodrigues Library Services strategy and to develop policies and plans for the implementation of sound library practices.
  2. To advise on policies, legislations and development in the library sector.
  3. To organise the proper staffing of libraries including the deployment and placement of officers in the Library Cadre.
  4. To advise on training needs for officers in the cadre and to organise training courses.
  5. To co-ordinate the bibliographical activities of Rodrigues and to promote library co-operation.
  6. To control and monitor library expenditure.
  7. To plan, direct and manage library projects.
  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 Officer-in-Charge, Library Services in the roles ascribed to him.



**CERTIFIED CORRECT**

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*for Senior Chief Executive*  
*Ministry of Civil Service and*  
*Administrative Reforms*  
**[15 MAR 2012]**  
 Date.....