

GOVERNMENT OF MAURITIUS

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

**Ministry:** Gender Equality, Child Development and Family Welfare

**Post:** Documentalist

**Salary:** Rs 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 32,500 x 925 – 36,200  
(05 044 067)

**Effective Date:** 12 January 2018

**Qualifications:** A. A Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained on one certificate or Passes not below Grade C in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained on one certificate at the General Certificate of Education “Ordinary Level”.

**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 Certificate in Library Studies or Librarianship or Information Studies from a recognised institution.

OR

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

C. Candidates should be computer literate.

Candidates should produce written evidence of knowledge claimed.

**Duties:**

1. To ensure the smooth running of the Documentation Unit and to perform stock-taking, shelf-reading and stock-editing including the development and weeding of library collection.
2. To select, acquire, accession and classify catalogues/periodicals/publications, books, magazines, newspapers and other materials.

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**CERTIFIED CORRECT**

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*for Secretary for Public Service*

**12 January 2018**

Date.....

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3. To ensure safety and control of all items/reading materials of the Documentation Unit.
4. To issue materials of the Documentation Unit and ensure recovery of overdue materials.
5. To gather and compile information of interest pertaining to women empowerment, gender equality, child protection/development and family welfare from different sources.
6. To search and retrieve information from electronic systems such as Internet, CD-ROMs and other electronic media.
7. To supervise the work of subordinate staff.
8. To provide services and research assistance to users.
9. To maintain and keep up-to-date records of catalogues, indexes and special files.
10. To ensure that books, magazines and other publications are properly displayed on the shelves.
11. To process claims for payment in connection with purchase of books, magazines, newspapers and other materials for the Documentation Unit.
12. To gather press cuttings for circulation among relevant officers of the Ministry.
13. To use ICT in the performance of his duties.
14. 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 Documentalist in the roles ascribed to him.

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*for Secretary for Public Service*

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