

GOVERNMENT OF MAURITIUS

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

- Ministry:** Arts and Culture
- Post:** Co-ordinator, CELPAC
- Salary:** Rs 19,000 x 600 – 23,200 x 800 – 28,000 x 1,000 – 30,000 x 1,250 – 40,000 (05 44 67)
- Effective Date:** 20 June 2012
- 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”.
 - B. A degree in Information System or Library and Information Science or Administration or Management from a recognised institution.

OR

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

- C. Candidates should –
 - (i) possess organising skills; and
 - (ii) be computer literate.

Note

Qualification at A above should have been obtained prior to qualification at B above. However, candidates who, as at 30 June 2003, did not possess the qualification at A above, will also be considered provided they hold –

- (a) a Cambridge School Certificate or passes obtained on one certificate at the General Certificate of Education “Ordinary Level” 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 or an equivalent qualification acceptable to the Public Service Commission; and

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[Signature]

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

Date..... **20 JUN 2012**

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

-2-

- (b) a Master's Degree or a postgraduate diploma from a recognised institution in one of the fields at B above or an equivalent qualification acceptable to the Public Service Commission.

Qualification at (a) under 'Note' should have been obtained prior to qualifications at B above and at (b) under 'Note'.

Candidates should produce written evidence of knowledge claimed.

Duties:

1. To assist in the management and co-ordination of the day-to-day activities of the Centre de Lecture Publique et d'Animation Culturelle (CELPAC) Unit.
2. To be responsible for the smooth running of the CELPAC regional centres.
3. To organise artistic, cultural, educational and other activities/events.
4. To effect site visits in connection with the activities of CELPAC regional centres.
5. To prepare and submit a monthly plan of work pertaining to the activities of CELPAC regional centres.
6. To monitor requests and delivery of stores items and other materials pertaining to CELPAC regional centres.
7. To be responsible for the proper management of funds allocated to the Centre de Lecture Publique et d'Animation Culturelle.
8. To advise on and ensure that proper procedures for the classification of documents are put in place in CELPAC regional centres.
9. To submit briefs/reports on the activities of the Centre de Lecture Publique et d'Animation Culturelle and its regional centres, as and when required.
10. To propose measures so as to increase the number of users in the community and student population.

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


-3-

11. To arrange for replacement of staff in the regional centres of the Centre de Lecture Publique et d'Animation Culturelle, as and when required.
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 Co-ordinator, CELPAC in the roles ascribed to him.

Note

The Co-ordinator, CELPAC will be required to work outside normal working hours including Saturdays, Sundays and Public Holidays.

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