

GOVERNMENT OF MAURITIUS

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

- Department:** National Archives
- Post:** Deputy Director, National Archives
- Salary:** Rs 37,125 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 62,950 x 1,850 – 68,500 x 1,950 – 70,450 (05 068 089)
- Effective Date:** 05 June 2017
- Qualifications:** A. By selection from among officers who hold a substantive appointment in the grades of Archivist, Record Manager, Conservator and Chief Archives Officer in the National Archives and who possess –
- (a) a degree in the field of Archives from a recognised institution;
- OR
- (b) (i) a degree from a recognised institution; and
- (ii) a Certificate in Archival Science (Records Management, Care, Conservation and Reprography) from a recognised institution or any approved course as may be arranged by the Ministry of Arts and Culture.
- OR
- Equivalent qualifications to (a) and (b) above acceptable to the Public Service Commission.
- B. Candidates should possess –
- (i) strong organising and leadership skills; and
- (ii) good communication and interpersonal skills.
- Role and Responsibilities:** To provide support to the Director, National Archives in the daily operations of the National Archives.
- Duties:** 1. To assist the Director, National Archives in the performance of his duties and to deputise for him.

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CERTIFIED CORRECT


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

05 June 2017

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2. To look after the physical well-being of the records to ensure that any parchment, frail paper and film is treated, handled and stored so that it will not decay or get damaged.
3. To make recommendations for improved preservation of documents and access to the public.
4. To advise on materials for archives collection and the keeping and microfilming of documents.
5. To prepare guides and other finding aids to enable the searcher to discover the documents relevant to his research or enquiry.
6. To do research work.
7. To supervise the work of the Archivist and the non-professional and technical staff.
8. To determine the training requirements for the staff and organise training programmes.
9. To ensure the maintenance of the discipline on the premises of the National Archives.
10. To use ICT in the performance of his duties.
11. 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 Deputy Director, National Archives in the roles ascribed to him.



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