

11

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

- Department:** National Archives
- Post:** Record Manager
- 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:** 17 November 2011
- Qualifications:** A. By selection from among officers in the Archives Officer Cadre who –
- (i) reckon at least five years' service in a substantive capacity in the Cadre ; and
 - (ii) possess a degree in the field of Archives from a recognised institution
- or
- (a) possess a degree from a recognised institution; and
 - (b) possess a Certificate in Archival Science (Records Management, Care, Conservation and Reprography) from a recognised institution.

NOTE

In the absence of qualified serving officers, by selection from among candidates who –

- (i) possess a Cambridge Higher School Certificate or passes in at least two subjects obtained on one certificate at the General Certificate of Education "Advanced Level";
- (ii) possess a degree in the field of Archives or a degree in English or French or History or Mauritian Studies or Heritage Studies from a recognised institution; and
- (iii) are computer literate.

OR

Equivalent qualifications to A(ii) and, (i) and (ii) under "NOTE" above acceptable to the Public Service Commission.

2/...



CERTIFIED CORRECT


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

17 November 2011

Date.....

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

-2-

Note 1

Qualification at (i) under "NOTE" above should have been obtained prior to qualification at (ii) under "NOTE". However, candidates who, as at 30 June 2003, did not possess the qualification at (i) under "NOTE" 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
- (b) a Master's Degree or a postgraduate diploma from a recognised institution in one of the fields at (ii) under "NOTE" above or an equivalent qualification acceptable to the Public Service Commission.

Qualification at (a) under 'Note 1' should have been obtained prior to qualifications at (ii) under "NOTE" and at (b) under 'Note 1'.

Note 2

The selected candidate who does not possess a degree or a Master's Degree or a postgraduate diploma in the field of Archives will be appointed in a temporary capacity in the first instance and will be required to follow the course leading to the Certificate in Archival Science (Records Management, Care, Conservation and Reprography), as approved and arranged by the Ministry of Arts and Culture. On successful completion of the course, consideration will be given to his appointment as Record Manager in a substantive capacity.

- B. Candidates should –
- (i) possess good communication and leadership skills; and
 - (ii) have the ability to motivate staff.

Candidates should produce written evidence of knowledge claimed.

/3...



CERTIFIED CORRECT

[Signature]
.....
*for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms*

17 November 2011

Date.....

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

-3-

Role and Responsibilities: To assist in the management and administration of the Records Centre at the National Archives.

- Duties:**
1. To be responsible for all matters relating to the Public Records Appraisal Committee including follow-up action on all decisions of the Committee.
 2. To ensure that legal provisions in respect of streamlining of public records are implemented.
 3. To plan, co-ordinate and monitor all records management procedures.
 4. To supervise the work of officers posted to the Records Centre.
 5. To assist the Chairman of the Public Records Appraisal Committee in conducting the appraisal of public records.
 6. To inspect records in Ministries/Departments and advise on their preservation.
 7. To use ICT in the performance of his duties.
 8. 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 Record Manager in the roles ascribed to him.



CERTIFIED CORRECT


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

17 November 2011

Date.....