

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

- Ministry:** Public Service, Administrative and Institutional Reforms
- Post:** Senior Library and Documentation Officer
- Salary:** Rs 29,050 x 825 – 35,650 x 900 – 37,450 x 950 – 42,200 x 1,300 – 46,100 x 1,575 – 49,250 x 1,650 – 54,200 (05 060 083)
- Effective Date:** 25 November 2022
- Qualifications:** By promotion, on the basis of experience and merit, of an officer in the grade of Library and Documentation Officer who reckons at least four years' service in a substantive capacity in the grade and who –
- (i) is well conversant with the latest techniques of managing a Library and Documentation Unit;
 - (ii) possess good supervisory skills; and
 - (iii) possess good interpersonal and communication skills.
- Duties:**
1. To be responsible for the organisation and efficient running of the Library and Documentation Unit.
 2. To perform duties related to the acquisition of soft and hard information on management documents and other library materials.
 3. To be responsible for the operation of the computerised system for the storage, retrieval and dissemination of information.
 4. To undertake research on issues pertinent to the activities of the Ministry and to access information via the Internet.
 5. To ensure the provision of adequate services to users.
 6. To select and order reference books, publications and other documents for the Library and Documentation Unit.
 7. To prepare briefs on specific topics on request.
 8. To maintain contact with present and potential users and promote the Library and Documentation Unit.

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CERTIFIED CORRECT

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N. Auchoybur (Mrs)
for Secretary for Public Service

25 November 2022

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9. To supervise and coordinate the work of the staff of the Library and Documentation Unit.
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 Senior Library and Documentation Officer in the roles ascribed to him.



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