

①

GOVERNMENT OF MAURITIUS

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

- Ministry:** Education and Human Resources
- Post:** Head, Library Cadre
- Salary:** Rs 40,000 x 1,250 – 50,000 x 1,500 – 54,500 (05 67 78)
- Effective Date:** 22 June 2010
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Senior Librarian who reckon at least five years' service in a substantive capacity in the grade and who -
- (i) are able to manage and lead a team of officers; and
  - (ii) can communicate and interact with people at all levels.
- Role and Responsibilities:** To ensure the efficient and effective administration of Government Library services with a view to constantly delivering a service which meets the information needs of users.
- Duties:**
1. To advise on policies, legislation and development in the library sector.
  2. To be responsible for the overall administration and management of the government library service and to ensure that libraries are run in the most economical and efficient manner.
  3. To ensure the proper staffing of libraries including the deployment and placement of officers in the cadre.
  4. To plan and ensure implementation of library projects.
  5. To control and monitor library expenditure.
  6. To monitor development and use of library materials.

2/...



CERTIFIED CORRECT

*Alexis*

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

Date..... 22 JUN 2010 .....

GOVERNMENT OF MAURITIUS

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

-2-

7. To advise on training needs for officers of the cadre and to organise training courses.
8. To co-ordinate the bibliographical activities of the country and promote library co-operation.
9. To use ICT in the performance of his duties.
10. 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 Head, Library Cadre in the roles ascribed to him.



CERTIFIED CORRECT

*Aleciasip*

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

Date..... **22 JUN 2010** .....