

GOVERNMENT OF MAURITIUS

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

Ministry: Education and Human Resources

Post: Senior Librarian

Salary: Rs 30,000 x 1,250 – 45,000 (05 59 71)

Effective Date: 22 June 2010

Qualifications: By promotion, on the basis of experience and merit, of officers who reckon at least two years' service in a substantive capacity in the grade of Librarian and who possess good organising and administrative skills.

Role and Responsibilities: To assist in 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 assist the Head, Library Cadre in the day to day administration of the Government Library Services.
 2. To ensure the efficient functioning and administration of the school libraries (Primary and Secondary Schools), the Public Libraries of the Ministry, the Mobile Library, the Specialised Libraries and Documentation Units of other Government Institutions and Ministries.
 3. To assist in controlling, co-ordinating and supervising the work of officers of the Library Cadre.
 4. To assist in planning, implementing and monitoring of projects.
 5. To assist in the organisation of seminars, workshops and training courses for library staff as well as user-oriented extension and promotion activities.
 6. To attend to information work comprising statistics, data analysis and bibliographical enquiries.
 7. To assist the Head, Library Cadre in the preparation of briefs/reports with regard to the Library Cadre in general.
 8. To attend to librarian duties, as and when required.
 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 Senior Librarians in the roles ascribed to them.



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for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

22 JUN 2010

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