

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

- Ministry:** Prime Minister's Office (Government Information Service)
- Post:** Head, Documentation Unit
- Salary:** Rs 38,350 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 62,950 (10 069 085)
- Effective Date:** 19 July 2021
- Qualifications:**
- A. A degree in Library and Information Science from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.
 - B. Candidates should –
 - (i) be registered as Professional Librarian with the Mauritius Council of Registered Librarians under Section 13 of the Mauritius Council of Registered Librarians Act No. 4 of 2000;
 - (ii) reckon at least four years' experience in the organisation, administration and operation of a computerised library or documentation unit;
 - (iii) be fully conversant with the required ICT tools and the latest techniques relating to library and documentation work; and
 - (iv) possess –
 - (a) good administrative and organising abilities;
 - (b) good interpersonal skills; and
 - (c) the ability to manage and lead a team of officers.

Candidates should produce written evidence of experience/knowledge claimed.

Role and Responsibilities: To be responsible to the Director, Information Services for the efficient and effective functioning of the Documentation Unit and for the setting up/operation of a computerised system for the storage and retrieval of information and data.

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CERTIFIED CORRECT

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S. Chundusing
S. Chundusing (Mrs)
for Secretary for Public Service

19 July 2021

Date.....



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Duties:

1. To be responsible for the overall administration of the Documentation Unit and to ensure enhanced service delivery.
2. To advise on –
 - (i) policies with regard to the development of the Documentation Unit; and
 - (ii) training needs for officers of the Documentation Unit and to organise training courses.
3. To supervise and coordinate the work of subordinate staff.
4. To set up/manage an integrated Information System for the acquisition, storage and archiving of information and data and for the quick retrieval thereof.
5. To arrange for relevant documents/reports/speeches to be readily available in the Unit.
6. To constitute dossiers on government projects and programmes and on issues/subjects of public interest.
7. To ensure that –
 - (i) assistance is provided for the daily Press Review exercise; and
 - (ii) book collections are regularly updated, catalogued and referenced and fed into a library management system.
8. To keep archives for newspapers and any other documentation relevant for the Public Service (digital as well as printed copies).
9. To guide users and provide them with information available in library records.
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 Head, Documentation Unit in the roles ascribed to him.

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