

GOVERNMENT OF MAURITIUS

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

- Department:** The Judiciary
- Post:** Law Librarian/Senior Law Librarian
- Salary:** Rs 28,225 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 x 1,700 – 64,400 x 1,800 – 69,800 (05 059 092)
- Effective Date:** 04 September 2023
- Qualifications:** By selection from among Senior Law Library Officers and Law Library Officers who –
- (a) (i) possess a degree in Library and Information Science from a recognised institution
- or
- (ii) possess a degree from a recognised institution together with a postgraduate diploma in Library and Information Science from a recognised institution
- OR
- Equivalent qualifications acceptable to the Public Service Commission.
- (b) are registered as Professional Librarians with the Mauritius Council of Registered Librarians under section 13 of the Mauritius Council of Registered Librarians Act No. 4 of 2000; and
- (c) reckon at least four years' post-qualification experience in the field of library acquired after obtention of the degree or postgraduate diploma specified at (a) above.
- Role and Responsibilities:** To be responsible for the overall administration, management and control of the Law Library and ensure its efficient functioning.
- Duties:**
1. To advise on policies, legislation and development of the Law Library and ensure implementation of Library projects.
 2. To organise, coordinate and supervise the work of subordinate staff.

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B. D. Nundloll

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B. D. Nundloll (Mrs)
for Secretary for Public Service

04 September 2023

Date.....

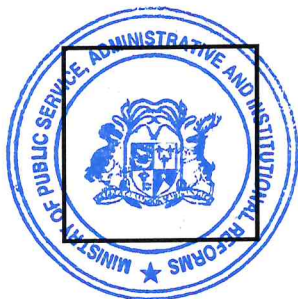
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3. To monitor the updating and annotating of the Laws of Mauritius, both online and manual, when enactments are published.
4. To supervise and monitor the abstracting and indexing of legal information and the compilation of indexes including Supreme Court judgments.
5. To advise on the selection of library material and equipment, stock development and use.
6. To control and monitor library expenditure and advise on library budget.
7. To order books, periodicals and other related materials.
8. To ensure the proper maintenance of a computerised database on legal information.
9. To organise workshops, seminars and extension activities.
10. To attend to information work including bibliographical and reference enquiries.
11. To use ICT in the performance of his duties.
12. 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 Law Librarian/Senior Law Librarian in the roles ascribed to him.

Note

The Law Librarian/Senior Law Librarian may be required to work on a roster basis to cover the opening hours of the Library.



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