

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

- Organisation:** Rodrigues Regional Assembly (Education – Human Resource Centre)
- Post:** Library Officer
- Salary:** Rs 14,200 x 400 – 15,000 x 500 – 16,000 x 600 – 23,200 x 800 – 28,000 x 1,000 – 29,000 (05 35 58)
- Effective Date:** 23 April 2012
- Qualifications:** By selection from among officers in the grade of Senior Library Clerk (Rodrigues) who –
- (i) reckon an aggregate of 10 years' service in a substantive capacity in the grades of Senior Library Clerk (Rodrigues), Library Clerk (Rodrigues) and the former grade of Library Assistant; and
 - (ii) possess a diploma in Library and Information Science or a diploma in Information and Library Studies from a recognised institution or the "Certificat d'Aptitude aux Fonctions de Bibliothécaire" or the Higher Certificate in Librarianship and Information Science of Napier University or an equivalent qualification acceptable to the Public Service Commission.

NOTE

In the absence of qualified officers, by selection from among candidates who –

- (i) possess –
 - A. (a) a Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings or
 - (b) passes not below Grade C in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings at the General Certificate of Education "Ordinary Level" provided that at one of the sittings, passes have been obtained either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject.

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*for Senior Chief Executive
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Note

Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at "Principal Level" and one subject at "Subsidiary Level" as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations.

- B. a Cambridge Higher School Certificate or passes in at least two subjects obtained on one certificate at the General Certificate of Education "Advanced Level".
- C. a diploma in Library and Information Science or a diploma in Information and Library Studies from a recognised institution or the "Certificat d'Aptitude aux Fonctions de Bibliothécaire" or the Higher Certificate in Librarianship and Information Science of Napier University.

OR

Equivalent qualifications to A, B and C above acceptable to the Public Service Commission.

- (ii) are computer literate.

Qualification at A above should have been obtained prior to qualification at B above.

Candidates should produce written evidence of knowledge claimed.

Duties:

1. To be responsible for the administration and management of a library or documentation unit.
2. To select, acquire, accession, classify, catalogue and index library materials.
3. To be responsible for stock-taking, shelf-reading, stock-editing and the development and weeding of library collection.
4. To charge and discharge library materials and ensure recovery of overdue materials.

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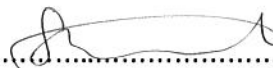
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5. To maintain and keep up-to-date records, catalogues, indexes and special files.
6. To provide research assistance, reference and bibliographical services to readers.
7. To arrange displays, organise talks and other relevant user-oriented extension and promotional activities.
8. To search and retrieve information from electronic systems such as Internet, CD-ROMs and other electronic media.
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 Library Officer in the roles ascribed to him.

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