

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

- Organisation:** Rodrigues Regional Assembly (Archives and Museum)
- Post:** Archivist
- Salary:** Rs 23,675 x 750 – 29,675 x 900 – 34,175 x 1,200 – 37,775 x 1,500 – 52,775 (05 49 75)
- Effective Date:** 01 September 2015
- Qualifications:**
- A. A degree in the field of Archives from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.
- B. Candidates should –
- (i) possess good communication and interpersonal skills;
- (ii) possess good organising skills and have the ability to motivate staff; and
- (iii) be computer literate.

Candidates should produce written evidence of knowledge claimed.

NOTE 1

In the absence of candidates possessing the qualification at A above, by selection from among candidates who possess a degree in English or French or History or Mauritian Studies or Heritage Studies from a recognised institution.

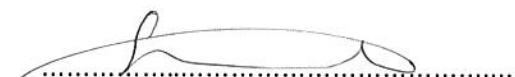
NOTE 2

Candidates selected under NOTE 1 above will be appointed in a temporary capacity in the first instance and will be required to follow a course at a recognised institution leading to a Certificate in Archival Science (Records Management, Care, Conservation and Reprography). On successful completion of the course, consideration will be given to their appointment as Archivist in a substantive capacity.

/2...



CERTIFIED CORRECT



*for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms
01 September 2015*

Date.....

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

-2-

Role and Responsibilities:

To be responsible for the effective management and for the archival of documents of the Archives Unit.

Duties:

1. To advise Commissions/Departments on the conservation of records.
2. To be responsible for all procedures regarding disposal of public records.
3. To organise the receipt, classification and cataloguing of archives records.
4. To advise on materials for archive collection, the keeping of documents and microfilming of documents among others.
5. To survey and assess any material being offered to the archives.
6. To assist in the maintenance of security of archival documents from damage, destruction and theft.
7. To assist in the preparation of guides and finding aids.
8. To do research work.
9. To look after the physical well-being of records to ensure that any parchment, frail paper and film is treated, handled and stored so that it will not decay or get damaged.
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 Archivist in the roles ascribed to him.



CERTIFIED CORRECT

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

01 September 2015

Date.....