

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

Organisation: Rodrigues Regional Assembly (Library Services)
Post: Librarian (Rodrigues)
Salary: Rs 24,425 x 750 – 29,675 x 900 – 34,175 x 1,200 – 37,775 x 1,500 – 52,775 (05 50 75)

Effective Date: 21 February 2014

Qualifications: A. (i) A degree in Library and Information Science from a recognised institution.

or

(ii) A degree from a recognised institution together with a postgraduate diploma in Library and Information Science from a recognised institution.

OR

Equivalent qualifications to (i) and (ii) above acceptable to the Public Service Commission.

B. Candidates should be registered as Professional Librarian with the Mauritius Council of Registered Librarians under Section 13 of Act No. 4 of 2000.

Candidates should be computer literate.

Candidates should produce written evidence of knowledge claimed.

Duties:

1. To be responsible for the day-to-day administration of the Central Library and other public libraries.
2. To advise on library projects and assist in their implementation.
3. To supervise, control and co-ordinate the work of officers working under his responsibility.
4. To assist in the organisation of workshops, training courses, and user-oriented extension and promotion activities.

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

Date..... **21 FEB 2014**

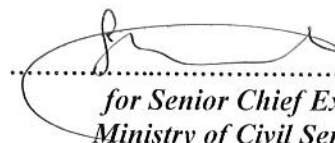
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5. To compile and maintain a union catalogue.
6. To advise on selection of library materials and equipment, stock development and use.
7. To attend to bibliographical and reference activities.
8. To advise on the efficient use of internet facilities available in the Central Library and other public libraries.
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 Librarian (Rodrigues) in the roles ascribed to him.



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