

PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 62 OF 2017

Vacancy for Post of Law Librarian/Senior Law Librarian
The Judiciary

Applications are invited from qualified officers who wish to be considered for appointment as Law Librarian/Senior Law Librarian in The Judiciary.

II. 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.

NOTE

The Law Librarian/Senior Law Librarian should possess a degree in Library and Information Science or a postgraduate diploma in Library and Information Science or an equivalent qualification in order to proceed beyond the Qualification Bar (QB) provided in the salary scale of the grade.

Note

- (i) **Candidates should submit a copy of their registration certificate 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 together with their Application Form.**

- (ii) **The onus for the submission of written evidence of experience and equivalence of qualification (if applicable) from the relevant authorities (Tertiary Education Commission or Mauritius Qualifications Authority) rests on the candidates. Applications will not be considered in case of non-submission of written evidence of experience and Equivalence Certificate, as appropriate, by the closing date.**

III. ROLE AND RESPONSIBILITIES

To be responsible for the overall administration, management and control of the Law Library and ensure its efficient functioning.

IV. DUTIES AND SALARY

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.
3. To monitor the updating and annotating of the Laws of Mauritius when amended 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.

The permanent and pensionable post carries salary in scale Rs 26,300 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 53,200 QB 54,825 x 1,625 – 62,950 a month.

V. MODE OF APPLICATION

1. Qualified candidates should submit their application electronically via the website of the Public Service Commission on the following address: **<http://psc.govmu.org/English/Pages/ServingOfficersHome.aspx>**
2. Candidates are requested to follow the procedures that can be accessed through the “How to Apply” option on the above link.
3. Candidates are required to submit a printed copy of their Application Form, duly signed, through the Master and Registrar, The Judiciary. For any other query, please contact the PSC help desk on e-mail address **pdsc@govmu.org**, phone number **670 9705** and fax number **670 3417**.
4. For technical support, the Government Online Centre (GOC) may be contacted on the e-mail address: **support@ncb.mu** or on phone number **454 9955**.
5. Candidates are also advised to read carefully the **“NOTES AND INSTRUCTIONS FOR ONLINE APPLICATION (in response to PSC Circular Notes)”** before filling in the Application Form. Care should be taken to fill in the online Application Form correctly. **Incomplete, inadequate or inaccurate filling of the Application Form may entail elimination of the candidate.**

VI. CLOSING DATE

Online Application Forms should be submitted **not later than 3.00 p.m. on 10 October 2017.**

Date: 20 September 2017

Public Service Commission,
7, Louis Pasteur Street,
FOREST SIDE.