

LOCAL GOVERNMENT SERVICE COMMISSION CIRCULAR NOTE NO. 32 OF 2014

Vacancy for the Post of Senior Librarian

Local Government Service

(Details of this advertisement are also available at <http://lgsc.gov.mu>)

Applications are invited from among qualified serving officers in the grade of Librarian who wish to be considered for appointment as Senior Librarian in the Local Government Service.

The permanent and pensionable post carries salary in the scale of Rs 36575 x 1200 - 37775 x 1500 - 58775 a month. However, for the year 2014, incumbents would draw salary at the discounted rate of Rs 36280 in accordance with the Master Conversion Table of the Errors, Omissions and Anomalies Committee Report 2013.

II. QUALIFICATIONS:

Candidates should be in the grade of Librarian who:

- (i) are duly registered with the Mauritius Council of Registered Librarians;
- (ii) reckon at least two years' service in a substantive capacity; and
- (iii) possess :
 - (a) organising and administrative abilities;
 - (b) good interpersonal and communication skills;
 - (c) potential and ability to command and lead others to promote team work and exercise authority.

NOTE:

1. The onus for the submission of equivalence of qualification (if applicable) from the relevant authorities rests on the candidates.
2. Candidates should enclose photocopies of their National Identity Card, academic/technical qualifications and where applicable, equivalence of qualification and relevant documentary evidence of experience claimed.

III. DUTIES:

1. To be responsible to the Chief Executive for the :
 - (a) overall administration of the Library Service/cyber café/cyber center.
 - (b) efficient management and organization of the Library Department/ cyber café/cyber center.
 - (c) financial control and preparation of the Estimates of the Library Department/ cyber café/cyber center.
 - (d) implementation of the Council's decisions on Library matters.
 - (e) ordering of books, magazines, periodicals.
 - (f) municipal archives.
 - (g) organisation of exhibitions and any other related activities.
 - (h) planning and implementing of library and ICT projects and activities.
2. To act as Liaison Officer with organizations regarding donations of books, equipment and other relevant matters.
3. To represent the Council on Boards and Committees.
4. To control, co-ordinate and supervise the work of officers working under his responsibility.
5. To be responsible for the organization of seminars and workshops for library staff.
6. To attend to information work including bibliographical enquiries.
7. To attend to librarian duties as and when required.
8. To perform such cognate duties as may be assigned.

IV. MODE OF APPLICATION

(i) Qualified candidates should submit their applications:

(a) either

on **LGSC Form 7** which may be obtained either from the office of the Local Government Service Commission, Louis Pasteur Street, Forest Side or from any Local Authority.

(b) or

online through the website of the Local Government Service Commission at <http://lgsc.gov.mu> or through the Government Citizen Portal at <http://citizen.gov.mu>

Note 1: Details of this advertisement as well as the application form (LGSC Form 7) are also available on the website of the Local Government Service Commission at the above-mentioned address.

Note 2: Prospective candidates willing to submit their applications online may also call during weekdays either at the seat of the Local Government Service Commission from 13 00 to 15 00 hours or at any Local Authority during the prescribed hours where such facilities are offered free of charge.

(ii) Candidates are encouraged to submit their applications online.

(iii) Candidates should submit their applications **in duplicate**, the original should be sent directly to the **Secretary** of the Local Government Service Commission and the duplicate one to their Responsible Officer, who will forward it to the Commission within a week after the closing date.

(iv) Candidates are advised to read carefully the "**NOTES AND INSTRUCTIONS TO CANDIDATES**" before filling in the application form.

(v) The envelope should be clearly marked on the top left-hand corner :-

"Post of Senior Librarian, Local Government Service"

V. CLOSING DATE

Applications should reach the **Secretary**, Local Government Service Commission, Louis Pasteur Street, Forest Side **not later than 15 00 hours on Thursday 18 September, 2014.**

IMPORTANT

- (i) Qualifications and equivalence of qualifications obtained after the closing date will not be accepted. Only qualified persons should apply.
- (ii) Incomplete, inadequate or inaccurate filling of the application form may cause the elimination of candidates from the competition.
- (iii) Applications not made on the prescribed form will be rejected.
- (iv) Applications received after the closing date and time will not be accepted. The onus for the prompt submission of applications so that they reach the **Secretary** of the Commission in time lies solely on applicants.
- (v) The Commission reserves the right not to make any appointment following this advertisement.

Local Government Service Commission
Louis Pasteur Street
Forest Side

Date: 29 August, 2014