

LOCAL GOVERNMENT SERVICE COMMISSION

Vacancy for the Post of Librarian

Local Government Service

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

Applications are invited from qualified candidates who wish to be considered for appointment as Librarian in the Local Government Service.

The permanent and pensionable post carries salary in the scale of Rs 26300x 775 - 32500 x 925 -37125 x 1225 -40800 x 1525 -49950 x 1625 -56450 a month.

Appointment to the grade in a temporary capacity carries salary at the flat rate of Rs 26300 a month.

II. AGE LIMIT:

Candidates should have reached their **18th** birthday and unless already in the Local Government Service/Public Service/Approved Service, should not have reached their **40th** birthday by the closing date for the submission of applications.

III. QUALIFICATIONS:

Candidates should be registered as Professional Librarian under section 24 of the Mauritius Council of Registered Librarians Act 4 of 2000

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/professional qualifications and where applicable, equivalence of qualification and relevant documentary evidence of experience claimed.**
- 3. Candidates may be requested to submit a character certificate.**

IV. DUTIES:

- To be responsible to the Senior Librarian and to assist him in:
 - the day-to-day administration/management of the Library/cyber café/cyber center;
 - the selection and acquisition of books and other library materials and equipment, stock development and use;

- (c) the organisation of workshops, training courses, user-oriented extension and promotion of activities;
 - (d) planning and implementing Library and ICT projects and activities; and
 - (e) the preparation of the library/cyber café/ cyber center budget.
2. To control, co-ordinate and supervise the work of officers working under his responsibility.
 3. To attend Committees as and when required.
 4. To attend to bibliographical and reference activities.
 5. To perform such cognate duties as may be assigned.

V. 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 LGSC at <http://lgsc.govmu.org> or through the Government Citizen Portal at <http://citizen.govmu.org>

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

Note 2: Prospective candidates willing to submit their applications online may also call on 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 already in the Local Government Service 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 Librarian - Local Government Service”

VI. CLOSING DATE

Applications should reach the **Secretary**, Local Government Service Commission, Louis Pasteur Street, Forest Side **not later than 15 00 hours on Wednesday 18 May, 2016**

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 not be considered.*
- (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:*
- (a) *not to make any appointment following this advertisement; and*
- (b) *to convene only the best qualified candidates for interview.*

**Local Government Service Commission
Louis Pasteur Street
FOREST SIDE**

Date: 05 May 2016