

LOCAL GOVERNMENT SERVICE COMMISSION CIRCULAR NOTE NO. 63 OF 2018

VACANCY FOR THE POST OF LIBRARY OFFICER  
LOCAL GOVERNMENT SERVICE

LIMITED COMPETITION

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

Applications are invited from among officers in the Library Cadre of the Local Government Service who wish to be considered for appointment as Library Officer in the Local Government Service.

The permanent and pensionable post carries salary in the scale of Rs 19575 x 475 - 21950 x 625 - 23200 x 775 - 32500 x 925 - 37125 x 1225 - 40800 x 1525 - 42325 a month.

Appointment to the grade in a temporary capacity carries salary at the flat rate of Rs 19575 a month.

**II. QUALIFICATIONS:**

By selection from among officers in the Library Cadre of the Local Government Service who:

- (i) reckon an aggregate of 10 years' service as Library Clerk/Senior Library Clerk; and
- (ii) possess the Diploma in Information and Library Studies from a recognised institution or the "Certificat d'Aptitude aux Fonctions de Bibliothécaire" or the Higher Certificate in Librarianship and Information Science of Napier University or an equivalent qualification acceptable to the Local Government Service Commission.

**NOTE:**

1. The onus for the submission of 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 Equivalence Certificate, as appropriate, by the closing date.
2. Candidates are not required to enclose photocopies of their National Identity Card, Academic/Technical qualifications when submitting their application forms but these should be available and produced when convened for a Verification of Documents / Interview.
3. Candidates may be outposted to any sub office of the Local Authority.

### III. DUTIES:

1. To assist the Librarian/Senior Librarian in the day to day management of the Library.
2. To select, acquire, record, classify, catalogue and process library materials.
3. To be responsible for stock-taking, shelf-reading and stock-editing and for the development of Library collection.
4. To charge and discharge library materials and ensure recovery of overdue materials.
5. To supervise the use of audio equipment and other materials on language courses.
6. To be in charge of the photocopying and microfilming services.
7. To supervise and organise the collection and processing of audiovisual materials.
8. To maintain and keep up-to-date records, catalogue indexes and special files.
9. To provide research assistance, reference and bibliographical services to readers.
10. To arrange display, talks and other relevant user-oriented extension and promotional activities.
11. To search and retrieve information from electronic systems such as internet, CD-ROMS and other electronic media.
12. To use ICT to perform routine library duties.
13. To perform other duties directly related to the main duties listed above or related to the delivery of the output and results expected from incumbents in the roles ascribed to them according to their posting.

**NOTE 1:** Library Officers may be called upon to take charge of any one or more of the following section and in such a case, they will be responsible for the smooth functioning of the section (s):

- (a) Reference
- (b) Children
- (c) Cataloguing
- (d) Audio Visual

**NOTE 2:** The Library Officer posted to The City Council of Port Louis may be called upon to assist in the running of "Klib Zenfants" Port Louis and its activities.

#### IV MODE OF APPLICATION:

(i) Qualified candidates should submit their applications:

(a) either

on **LGSC Form 7a** 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 7a) 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 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 Library Officer, 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 Wednesday 12 December 2018.**

**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: 29 November 2018**