

**LOCAL GOVERNMENT SERVICE COMMISSION CIRCULAR NOTE NO.114 OF 2025**

**VACANCY FOR THE POST OF SENIOR LIBRARIAN  
LOCAL GOVERNMENT SERVICE**

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

Applications are invited from qualified serving officers of the Local Government Service 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 40300 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800 a month

Appointment to the grade in a temporary capacity carries salary at the flat rate of Rs 40300 a month.

**II. QUALIFICATIONS:**

By selection from among officers in the grade of Librarian who are duly registered with the Mauritius Council of Registered Librarians and reckoning at least two years' service in a substantive capacity and who possess:

- (i) organising and administrative abilities.
- (ii) good interpersonal and communication skills.
- (iii) have potential and ability to command and lead others to promote team work and exercise authority.

**NOTE**

1. *The onus for the submission of written evidence of experience/knowledge claimed and equivalence of qualification and recognition of institution (if applicable) from the relevant authorities (Higher 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/knowledge claimed and Equivalence Certificate, as appropriate, by the closing date.*
2. *Candidates should enclose photocopies of their National Identity Card and academic/technical qualifications.*
3. *Candidates are informed that they may be outposted to any sub office of a Local Authority, and also, with the approval of the appropriate authority, to any other Local Authority where their services will be required.*

### **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) Organization 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 enquires.
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 on **LGSC Form 7a**, which may be obtained from the Office of the Local Government Service Commission, Louis Pasteur Street, Forest Side and from any Local Authority.

**Note:** Details of this advertisement, as well as the application form (LGSC Form 7a) are also available on the website of the Local Government Service Commission at the following address:  
<http://lgsc.govmu.org>.

- (ii) 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.
- (iii) Candidates are advised to read carefully the '**NOTES AND INSTRUCTIONS TO CANDIDATES**' before filling in the application form.
- (iv) The envelope should be clearly marked on the top left-hand corner as follows: -

**“Post of Senior Librarian -  
In the Local Government Service”**

**V. CLOSING DATE**

Applications should reach the **Secretary**, Local Government Service Commission, Louis Pasteur Street, Forest Side **not later than 3.00 p.m on Monday 11 August 2025**.

**IMPORTANT**

- (i) **Qualifications and equivalence of qualifications and recognition of institutions 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 July 2025**