

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. 28225x825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700 a month.

Appointment to the grade in a temporary capacity carries salary at the flat rate of Rs. 28225 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 **45th** 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 written evidence of experience 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 claimed and Equivalence Certificate, as appropriate, by the closing date.

2. *Candidates should enclose photocopies of their National Identity Card, academic/professional qualifications.*
3. *Candidates may be requested to submit a Certificate of Character.*

4. *Candidates are informed that they may be outposted to any Sub Office of the Local Authority and also, with the approval of the appropriate authority, to any other Local Authority where their services will be required.*

IV. DUTIES:

1. To be responsible to the Senior Librarian and to assist him in:
 - (a) the day-to-day administration/management of the Library/cyber café/cyber center;
 - (b) 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 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.
- (ii) 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>

- (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 Tuesday 21 February 2023.**

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: 8 February 2023