



NATIONAL LIBRARY

(Republic of Mauritius)



2nd Floor, Fon Sing Building, 12 Edith Cavell Street, Port Louis, Mauritius
Tel : 211 9891 Fax : 210 7173 E-mail: natlib@intnet.mu Website: <http://national-library.govmu.org>

RF. No. 062
MS ISO. 9001:2015

SCHEME OF SERVICE

Organisation: National Library
Post: Librarian
Salary: Rs26,300 x 775 – 32,500 x 925 – 37,125 x 1,225 - 40,800 x 1,525 – 49,950 x 1.625 – 56,450 (NL 20)
Effective Date: 22 August 2019
Qualifications:

- A. A Cambridge Higher School Certificate or Passes in at least 2 subjects obtained on one certificate at the General Certificate of Education “Advanced Level”.
- B. A degree in Library and Information Science from a recognised institution.

OR

Equivalent qualifications to A and B above acceptable to the Board.

- C. At least three years’ experience in Library Works.
- D. Candidate should be Registered Professional Librarian from the Mauritius Council of Registered Librarians.
- E. Candidate should be computer literate.


NOTE:


Qualification at A above should have been obtained prior to qualification at B above.

Candidate should produce written evidence of any experience claimed.

Duties:

1. To assist the Senior Librarian and the Director in the day-to-day management of the various units of the Library Section.
2. To control, co-ordinate and supervise the work of officers working under his responsibility.


Certified Correct

Director
National Library



- 2 -

3. To advise on selection of library materials and equipment, stock development and use.
4. To compile and maintain such relevant bibliographies or bibliographic databases and national union catalogues.
5. To assist users in their bibliographical research.
6. To attend to reference service and assist users.
7. To ensure that the Audio-Visual Section is in good running condition.
8. To handle technical services such as cataloguing, classifying, indexing and abstracting of library materials, including audio-visual materials.
9. To assist in the organisation of workshops, training courses, user-oriented extension and outreach activities
10. To use ICT in the performance of his duties and implement library and ICT projects.
11. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Librarian in the roles ascribed to him.

Note: The Librarian may be required to work outside normal working hours.

Certified Correct

Director
National Library

