



National
Library

NATIONAL LIBRARY

(Republic of Mauritius)



RF. No. 062
MS ISO. 9001:2015

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

Scheme of Service

Organisation: National Library

Post: Library Officer

Salary: Rs19,575 x 475 – 21,950 x 650 – 23,200 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 42,325 (NL 16)

Effective Date: 22 March 2019

Qualifications: By selection from among officers in the grade of Senior Library Clerk who –

- (i) Reckon an aggregate of 10 years' service in a substantive capacity in the grades of Senior Library Clerk, Library Clerk and the former grade of Library Assistant; and
- (ii) Possess a diploma in Library and Information Science or a diploma in Information and Library Studies from a recognised institution or the "Certificat d'Aptitudes aux Fonctions de Bibliothécaire" or the Higher Certificate in Librarianship and Information Science of Napier University or an equivalent qualification acceptable to the National Library.

NOTE:

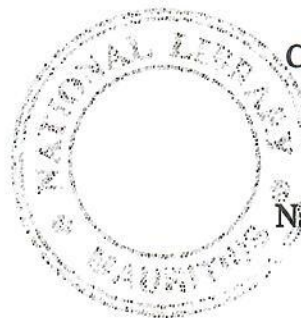
In the absence of qualified serving officers, by selection from among candidates who –

- (i) Possess a diploma in Library and Information Science or a diploma in Information and Library Studies from a recognised institution or the "Certificat d'Aptitudes aux Fonctions de Bibliothécaire" or the Higher Certificate in Librarianship and Information Science of Napier University or an equivalent qualification acceptable to the National Library; and
- (ii) are computer literate.

Candidates should produce written evidence of knowledge claimed.

Duties:

1. To assist in the day-to-day running of the Library Section.
2. To select, acquire, accession, classify, catalogue and index library materials.



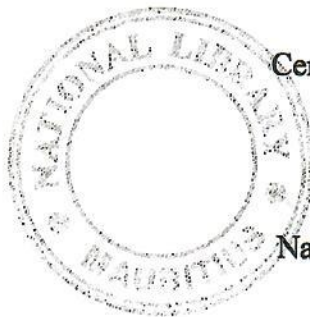
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Director
National Library

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3. To be responsible for stock-taking, shelf-reading, stock-editing, arranging display and the development and weeding of library collection.
4. To compile bibliographies and input data into the computerised bibliographic database.
5. To maintain and keep up-to-date records, catalogues, indexes and specific files.
6. To provide research assistance, reference and bibliographical services to readers.
7. To provide assistance to the organisation of relevant activities.
8. To use ICT in the performance of his duties.
9. To search and retrieve information from electronic systems such as Internet, CD-ROMs and other electronic media.
10. 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 Library Officer in the roles ascribed to him.

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



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