

Local Government Service Commission Circular Note No. 48 of 2011

Vacancies for Post of Library Officer

Local Government Service

LIMITED COMPETITION

(Details of this advertisement are also available at <http://lgsc.gov.mu>)

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 14 200 x 400 – 15 000 x 500 – 16 000 x 600 – 23 200 x 800 – 28 000 x 1000 – 29 000 a month plus salary compensation at approved rates.

Appointment to the grade in a temporary capacity carries salary at the flat rate of Rs. 14 200 a month plus salary compensation at approved rates.

2. Qualifications:

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

- (i) reckon an aggregate of 15 years' service as Library Clerk/Senior Library Clerk; and
- (ii) possess the Diploma in Information and Library studies from a recognized institution or the "Certificat d'Aptitude aux Fonctions de Bibliothecaire" or the Higher Certificate in Librarianship and Information Science of Napier University or an equivalent qualification acceptable to the Local Government Service Commission.
- (iii) Candidates should produce written evidence of any experience/knowledge claimed.

Note: Candidates should enclose photocopies of their academic/professional qualifications and National Identity Card and where applicable, relevant documentary evidence of experience claimed.

3. 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.*
6. *To be in charge of the photocopying and microfilming services.*
7. *To supervise and organize 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 electronics media.*
12. *To perform routine library duties using computers.*
13. *To perform such cognate duties as may be assigned*

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: *Library Officer posted to the Municipal Council of Port Louis may be called upon to assist in the running of "klib Zenfants" Port Louis and its activities.*

4. **Mode of Application**

(i) Qualified candidates should submit their applications:

(a) **either**

on LGSC Form 7 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.gov.mu> or through the Government Citizen Portal at <http://citizen.gov.mu>

Note 1: Details of this advertisement as well as the application form (LGSC Form 7) are also available on the website of the LGSC at the above-mentioned address.

Note 2: Prospective candidates wishing to submit their application online may also call during 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.

Note 3: Acknowledgement of application will be made as far as possible by email.

(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 :-

"Post of Library Officer, Local Government Service"

5. **Closing Date**

Qualified candidates should submit their applications to the **Secretary**, Local Government Service Commission, Louis Pasteur Street, Forest Side so as to reach him not later than **3.00 p.m. on 29 July 2011**.

IMPORTANT

- (i) 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 be rejected.
- (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 not to make any appointment following this advertisement.

Date: 08 July 2011

**Local Government Service Commission
Louis Pasteur Street
Forest Side**

