

# National Library

## Scheme of Service

**Post:** Senior Librarian

**Salary:** Rs22,400 x 800 – 28,000 x 1,000 – 30,000 (NL 17)

**Qualifications:** By selection from among candidates who are registered Professional Librarians of Mauritius and who possess

- A. A Cambridge Higher School Certificate or Passes in at least two 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 a degree in an academic field from a recognised institution and a postgraduate diploma in Library and Information Science from a recognised institution.

### OR

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

- C. At least four years’ experience as Librarian in the library sector.

### Note 1

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

Candidates should produce written evidence of any experience claimed.

- Duties:**
- 1. To assist the Director in the day to day administration of the library services.
  - 2. To be in charge of the Bibliographic/Acquisition service and of Public and Reference/Resources and Planning Unit.

3. To control, co-ordinate and supervise the work of staff working under his responsibility.
4. To make recommendations to the Director on budget, equipment, maintenance needs and other issues related to services provided by the National Library.
5. To manage and participate in the development and implementation of goals and objectives, policies and procedures of the National Library.
6. To plan, organise, and oversee the implementation and maintenance of automated library functions.
7. To attend and participate in professional group meetings, stay abreast of new trends and innovations in the field of library services.
8. To monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures.
9. To compile bibliographies and catalogues.
10. To classify and index library materials.
11. To promote the use of library services by making presentations, preparing press releases, organising exhibitions and other related activities.
12. To perform such cognate duties as may be assigned.

**Note 2:**

The Senior Librarian may be required to work outside working hours.