

PRIVATE SECONDARY EDUCATION AUTHORITY

SCHEME OF SERVICE

POST : LIBRARY OFFICER (PSS)

QUALIFICATIONS : A) A Cambridge Higher School Certificate

OR

Equivalent

AND

B) The Diploma in Information and Library Studies
of the University of Mauritius;

OR

The "Certificat d'Aptitude aux Fonctions de
Bibliothecaire"

OR

The Higher Certificate in Librarianship and Information
Science of Napier University

OR

Equivalent acceptable qualifications.

NOTE:

Consideration will also be given to Library Clerks in post as and when they:

- (a) reckon an aggregate of ten years service in a substantive capacity in the grade of Library Clerk; and
- (b) possess the Higher Certificate in Librarianship and Information Science of Napier University

SALARY

Rs 19,575 X 475 - 21,950 X 625 – 23,200 X 775 – 32,500 X 925 – 37,125 x 1,225 – 40,800
x 1,525 – 42,325

DUTIES

1. To be responsible for the administration and management of a library or documentation unit.
2. To select, acquire, record, classify, catalogue and process library materials.
3. To be responsible for stock-taking, shelf-reading, stock-editing and the development of library collection.
4. To charge and discharge library materials and ensure recovery of overdue materials.
5. To maintain and keep up to date records, catalogues. Indexes and special files.
6. To provide research assistance, reference and bibliographical services to readers.
7. To arrange displays, talks and other relevant user-oriented extension and promotional activities.
8. 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/her.

31 May 2018