

REPUBLIC OF MAURITIUS

NATIONAL ASSEMBLY

Circular Note No. 1 of 2022

Vacancy for the post of Library Auxiliary/Senior Library Auxiliary in the National Assembly

Applications are invited from qualified serving employees on the permanent and pensionable establishment who wish to be considered for appointment as Library Auxiliary/Senior Library Auxiliary in the National Assembly.

II. QUALIFICATIONS

- A. By selection from among serving employees on the permanent and pensionable establishment who possess a Cambridge School Certificate or have obtained passes on one certificate at the General Certificate of Education “Ordinary Level” either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject or an equivalent qualification acceptable to the Public Service Commission
- B. Candidates should –
- (ii) be able to communicate in English and French;
 - (ii) possess qualities such as reliability and trustworthiness;
 - (iii) possess interpersonal and communication skills; and
 - (iv) have the ability to work in a team.

III. DUTIES AND SALARY

1. To collect keys of the Library and deposit same from/to the nearest Police Station/Police Post.
2. To open and close the Library.
3. To maintain, clean and dust the rooms, including window panes, furniture and materials of the Library.
4. To run library errands and respond to calls.
5. To keep watch over the Library during opening hours.
6. To assist in sorting and arranging library materials for shelving and help the Assistant Parliamentary Librarian and Information Officer in stock-taking and write-off, as and when required.
7. To prepare library stationery, book jackets and process all library materials for shelving including doing minor book repairs.

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 Auxiliary/Senior Library Auxiliary in the roles ascribed to him.

The permanent and pensionable post carries salary in the scale of Rs 14,725 x 250 – 15,225 x 260 – 17,825 x 275 – 18,925 x 300– 19,525 x 325 – 21,475 x 375 – 22,225 x 400 – 23,425 x 525 – 25,525 a month.

IV. MODE OF APPLICATION

- (a) Qualified candidates should submit their application on the prescribed form which may be obtained from the Human Resource section, National Assembly, 2nd Floor, Old Parliament House, Port Louis or which may be downloaded from the website of the National Assembly at: mauritiusassembly.govmu.org
- (b) Applications should be submitted **in duplicate** as follows:
- i. The original to be filled in by candidates at Section A and sent directly to the Human Resource section, National Assembly, 2nd Floor, Old Parliament House, Port Louis within the closing date for submission of applications;
 - ii. The duplicate through their respective Supervising/Responsible Officer who will forward it, duly completed, to the Human Resource section, National Assembly **within a week of the closing date.**
- (c) Application not made on the prescribed form will **not** be accepted.
- (d) Envelopes should be clearly marked on the top left-hand corner “Post of Library Auxiliary/Senior Library Auxiliary”, National Assembly.

IMPORTANT

- (i) Incomplete, inadequate or inaccurate filling of the application form may cause the elimination of candidates from the competition. It is an offence to give information which is false or to conceal any relevant information. This may lead to an application being rejected, or if candidate has already been appointed, to the termination of his appointment.
- (ii) Qualifications obtained after the closing date for the submission of applications as specified in the advertisement will not be accepted. Only qualified persons should apply.
- (iii) Applications received after the closing date will not be accepted. The onus for the prompt submission of applications so that they reach the Human Resource section, National Assembly, in time, lies solely on applicants.
- (iv) The originals of birth and educational certificates should not be submitted with the application, but applicants should produce these if and when called upon to do so.

V. CLOSING DATE

Applications should reach the Clerk of the National Assembly (HR Section), 2nd Floor, Parliament House, Port Louis, **not later than 3.30 p.m (local time) on 18 August 2022.**

**National Assembly
Parliament House
Port Louis**

Date: 29 July 2022