

MAURITIUS INSTITUTE OF EDUCATION

POST : Library Officer

SALARY SCALE : Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 – 58850 x 1750 - 60600 (MIE 29 – PRB 2026)

QUALIFICATIONS:

- (a) GCE 'O' Level passes not below Grade C in five subjects including English Language, French Language and Mathematics or Principles of Accounts or Statistics or Computer Studies.

Note: *Candidates not possessing a **credit** in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least **two** subjects at 'Principal Level' and **one** subject at 'Subsidiary Level' as well as the General Paper obtained on one Certificate at the Cambridge Higher School Certificate Examination.*

- (b) A Cambridge Higher School Certificate or passes in at least **two** subjects obtained on one Certificate at the General Certificate of Education 'Advanced Level'.

- (c) The Diploma in Information and Library Studies of the University of Mauritius.

or "The Certificat d'Aptitude aux Fonctions de Bibliothécaire".

or The Higher Certificate in Librarianship and Information Science of Napier University.

OR

Equivalent qualifications to (a), (b) and (c) acceptable to the Mauritius Institute of Education Council.

Note: *Consideration will also be given to Library Clerks/Senior Library Clerks on the establishment of the Institute who:*

- (i) reckon an aggregate of **ten** years service in a substantive capacity in the grade of Library Clerk/Senior Library Clerk and the former grade of Library Assistant; and
- (ii) possess the Higher Certificate in Librarianship and Information Science of Napier University.

Candidates should be able to adapt to new library methodology, work and change.

DUTIES:

1. To be responsible to the Librarian/the Deputy Librarian for the administration and management of any department/branch/unit and mobile library of the Institute.
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 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, catalogue indexes, abstracts and special files.
6. To provide research assistance, reference and bibliographical services to readers.
7. To fill in computer input for various library work, etc., as and when required.
8. To advise, assist Library Clerks/Senior Library Clerks in their duties.
9. To arrange displays, talks and other relevant user-oriented and promotional activities.
10. To perform other duties directly related to the main duties listed above or related to the delivery of the output and results expected from Library Officer in the roles ascribed to him/her.

Note: *Library Officers will be required to work on a 40-hour week basis, keeping flexible working hours or on roster in line with the library opening hours which may vary from time to time, e.g. working in the evening or on Sundays.*