

SCHEME OF SERVICE

Organisation: University of Technology, Mauritius

Post: Library Clerk (Roster)

Salary: Rs 17045 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375
– 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 (UTM 14)

Qualifications: By selection from among candidates who possess –

- A. (i) a Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained on one certificate or passes not below Grade C in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained on one certificate at the General Certificate of Education "Ordinary Level" or an equivalent qualification acceptable to the Board.

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 Examinations.

- (ii) the Certificate in Information and Library Studies of the University of Mauritius or the Certificate in Library and Information Science of the City and Guilds of London Institute or the Certificate in Librarianship and Information Science of the Mauritius College of Air.

OR

Equivalent qualifications to (i) and (ii) above acceptable to the Board.

B. Candidates should be computer literate.

Duties:

1. To assist in the day-to-day running of the Resource Centre.
2. To arrange and keep all library materials in order.
3. To record and process library materials including books to be repaired.
4. To charge and discharge library materials and ensure recovery of overdue materials.
5. To compile library statistics.
6. To assist in shelf reading, stock-taking, classification and cataloguing.
7. To supervise reading rooms and other section of the Resource Centre.
8. To perform word processing duties and simple computer/data processing work.
9. To register students for library membership.
10. To assist readers in their consultation, reference and research work.



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11. To use ICT in the performance of his duties.
12. To perform such other duties directly related to the main duties listed above and related to the delivery of the output and results expected from the Library Clerk (Roster) in the roles ascribed to him.

Note

Library Clerks (Roster) will be required to work on a roster basis and cover the opening hours of the Resource Centre.

