



## VACANCIES

The University of Mauritius, as an equal opportunity employer, is inviting applications from suitably qualified candidates for the posts of:

1. **Chief Librarian**
2. **Librarian**
3. **IT Laboratory Officer**
4. **Laboratory Officer *in the field of Health Sciences***
5. **Library Clerk (Roster)**

**Note:**

Appointment will be in a substantive capacity with a probationary period of one year.

### 1. CHIEF LIBRARIAN

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**SALARY SCALE:** Rs 68000 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 97625  
**(UOM 69)**

**QUALIFICATIONS:** The ideal candidate should:

1. have a Degree and a Master's in Library and Information Science or equivalent qualifications from a recognised University.
2. have good interpersonal and communication skills.
3. have good IT skills specially in fields relating to the Library.
4. be familiar with the concept of virtual versus actual Library environment.
5. be prepared to work on a flexible schedule, supervising library operations and staff on late hours in the evenings/Saturdays.
6. have at least 5 years' post-qualification professional experience and responsibility in a supervisory/managerial capacity in an academic and research environment.

**Note:**

*Council, at its 364<sup>th</sup> (Ordinary) Meeting, held on 08 December 2011, had approved that all schemes of service for posts where "experience" was specified as a requirement, be amended to be read as "post - qualification experience". This amendment would be applicable to new recruits only.*

**DUTIES:**

1. To perform a variety of professional library duties which require a basic theoretical understanding of libraries, their organisation and operation, and the ability to interpret and apply Library principles and theories as required to carry out assigned duties.
2. To be responsible for the delivery of effective and efficient library services to the University in line with its stated mission.
3. To be responsible for all operations of the Library including managing staff and budgets; establishing goals and objectives; monitoring expenditures, existing programs and special projects and planning for future needs.

4. To be responsible for developing and implementing library policies and procedures and liaising with other departments of the University as appropriate.
5. To take account of opportunities for innovation and new developments and integrate them into service provision wherever appropriate.
6. To advise staff & students on matters related to bibliographies, research guides, annotated reference lists and other bibliographic aids and instructional materials.
7. To be responsible for the effective operation of book security system.
8. To monitor compliance with copyright requirements, requiring a general understanding of and ability to explain such requirements to staff and students.
9. To maintain awareness of current developments in subject field, applicable technology and/or constantly changing meaning, interpretation and application of complex rules and standards governing the organisation and classification of library materials.
10. To foster links with other libraries and identify opportunities for regional collaboration.
11. To perform other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Chief Librarian in the roles ascribed to him.

**Note:**

*For the post of Chief Librarian, candidates should have reached their 18<sup>th</sup> birthday and unless already in Public Sector (Civil Service, Parastatal and other Statutory Bodies/Approved Service, Government Service) should **not** have reached their 50<sup>th</sup> birthday by the closing date for the submission of applications.*

## **2. LIBRARIAN**

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**SALARY SCALE:**      **Rs 28225 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700**

**(UOM 49)**

**QUALIFICATIONS:**

1. A University Degree or post-graduate diploma in Library Science.
2. Membership of the Mauritius Council of Registered Librarians.

**DUTIES**

1. To assist the Chief Librarian in the day-to-day running of the Library
2. To perform other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Librarian in the roles ascribed to him.

**Note:**

*For the post of Librarian, candidates should have reached their 18<sup>th</sup> birthday and unless already in Public Sector (Civil Service, Parastatal and other Statutory Bodies/Approved Service, Government Service) should **not** have reached their 45<sup>th</sup> birthday by the closing date for the submission of applications.*

### 3. IT LABORATORY OFFICER

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**SALARY SCALE:** Rs 21850 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 - 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 QB 55900 x 1700 – 62700  
**(UOM 47)**

**QUALIFICATIONS:** A degree in IT or Computer Science from a recognised institution or an equivalent qualification acceptable to the University.

**Note:**

*IT Laboratory Officers possessing or on obtaining the above qualification as well as new entrants, should join the recommended salary scale at salary point **Rs 28225** and be allowed to proceed beyond the QB inserted in the salary scale of the grade.*

**DUTIES:**

1. To perform under the general supervision of the Senior Laboratory Officer/Systems Engineer/Web Multimedia Developer, the following duties:
  - (i) getting involved in daily End-user and Network support;
  - (ii) assisting in the implementation of leading edge ICT facilities in support of academic, administrative and other activities;
  - (iii) maintaining, modifying, repairing and upgrading computer hardware and software;
  - (iv) assisting in the implementation of enterprise and other IT-based systems across the University;
  - (v) assisting in the maintenance, development, upgrade and extension of the IT network and WIFI infrastructure;
  - (vi) connecting appropriate servers, workstations, and other equipment to the LAN, Internet and WIFI;
  - (vii) assisting in the preparation and delivery of professional IT training courses;
  - (viii) installing, configuring, troubleshooting and supporting ICT hardware, network and software systems;
  - (ix) assisting in the procurement and evaluation process of ICT hardware, software and other IT related systems;
  - (x) configuring ICT systems for security and access control;
  - (xi) providing IT support, advice and training to end users;
  - (xii) assisting in website development and maintenance;
  - (xiii) assisting in server systems administration;
  - (xiv) getting involved in the assembly of PCs according to set standards;
  - (xv) assisting in the disposal of obsolete IT equipment; and
  - (xvi) assisting in the administration of cloud based services including email platform.

2. To collaborate with the Senior IT Laboratory Officer to perform inventory of ICT equipment.
3. 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 IT Laboratory Officer in the roles ascribed to him.

**Note:**

*For the post of IT Laboratory Officer, candidates should have reached their 18<sup>th</sup> birthday and unless already in Public Sector (Civil Service, Parastatal and other Statutory Bodies/Approved Service, Government Service) should **not** have reached their 45<sup>th</sup> birthday by the closing date for the submission of applications.*

#### **4. LABORATORY OFFICER in the field of Health Sciences**

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**SALARY SCALE:** Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 QB 55900 x 1700 - 62700  
(UOM 47)

**QUALIFICATIONS:** A Degree in the relevant science field from a recognised institution or an equivalent qualification acceptable to the University.

**Note:**

*Laboratory Officers, possessing or on obtaining the above qualification as well as new entrants, should join the recommended salary scale at salary point **Rs 28225** and be allowed to proceed beyond the QB inserted in the salary scale of the grade.*

**DUTIES:**

1. To perform under the general supervision of the Senior Laboratory Officer, the following duties:
  - (i) assisting academic staff in the preparation and running of practical classes and in laboratory and field research;
  - (ii) assisting students during practical classes in providing explanations on experiments and demonstrating the use of equipment to ensure its smooth running;
  - (iii) calibrating and running/operating laboratory equipment, including sophisticated ones for research and practical classes;
  - (iv) providing technical assistance to students including postgraduate students; and
  - (v) implementing maintenance plans and performing minor repairs on equipment;
2. To supervise subordinates.
3. To be involved in field work which include providing technical assistance to students for on-site activities.
4. To prepare lists of equipment/recurrent items to be ordered.
5. To collaborate with the Senior Laboratory Officer in:
  - (i) analysing bidding documents.

- (ii) ensuring that the records and inventory of equipment and recurrent items are properly kept; and
  - (iii) disposing wastes and obsolete equipment.
6. To ensure safety in laboratory including the proper handling of dangerous and bio hazardous materials.
  7. To use ICT in the performance of his duties.
  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 Laboratory Officer in the roles ascribed to him.

**Note:**

*For the post of Laboratory Officer, candidates should have reached their 18<sup>th</sup> birthday and unless already in Public Sector (Civil Service, Parastatal and other Statutory Bodies/Approved Service, Government Service) should **not** have reached their 45<sup>th</sup> birthday by the closing date for the submission of applications.*

## **5. LIBRARY CLERK (ROSTER)**

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**SALARY SCALE:** 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  
**(UOM 21)**

**QUALIFICATIONS:** EITHER

A Cambridge School Certificate with credit in at least five subjects including English, Mathematics/Principles of Accounts and French.

**OR**

A London General Certificate of Education with passes at Ordinary Level at one and the same examination in English Language, Mathematics/Principles of Accounts, French and two other subjects.

**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”.

Preference would be given to those holding a Certificate in Library Studies from a recognised institution.

Successful candidates will be expected to work staggered hours.

**DUTIES**

1. Issue and loan of books.
2. Prepare overdue notice and library statistics.
3. Inventory of periodicals and checking on exchanges, calendars, catalogues, etc.
4. Filing of catalogues, cards.
5. Checking transaction slips on book orders.
6. Preparing bibliographies, reading aids, etc.

7. Assisting readers in their consultation, reference and research work.
8. Registering students for library membership.
9. To perform other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Library Clerk (Roster) in the roles ascribed to him.

**Note:**

*For the post of Library Clerk (Roster), candidates should have reached their 18<sup>th</sup> birthday and unless already in Public Sector (Civil Service, Parastatal and other Statutory Bodies/Approved Service, Government Service) should **not** have reached their 45<sup>th</sup> birthday by the closing date for the submission of applications.*

### **MODE OF APPLICATION**

Applications must be submitted electronically through the University of Mauritius online Application System which can be accessed on <https://apply.uom.ac.mu/nonacadrecruit>.

Applicants should fill in and submit the application form online and attach the following documents:

- educational certificates;
- birth certificate and marriage certificate (if applicable);
- testimonials of work experience claimed; and
- equivalence of qualifications (where applicable). Candidates who possess an equivalent qualification are required to submit an Equivalence Certificate from relevant authorities, failing which their application will not be considered.

### **CLOSING DATE**

The closing date for submission of the online application and all relevant documents/certificates is **Monday 19 June 2023 at latest**.

**INCOMPLETE APPLICATIONS AND APPLICATIONS/DOCUMENTS RECEIVED AFTER THE CLOSING DATE WILL NOT BE CONSIDERED. APPLICATIONS SENT BY POST/COURRIER SERVICE /FAX OR EMAIL WILL NOT BE ACCEPTED.**

Upon selection for the posts, candidates will be required to produce a valid Certificate of Character.

General information on the University of Mauritius is available on the UoM website [www.uom.ac.mu](http://www.uom.ac.mu)

The University of Mauritius is an Equal Opportunity Employer. Disabled persons having the required qualifications are encouraged to apply.

The University of Mauritius reserves the right:

- (i) to conduct a written/apptitude test as and when required;
- (ii) to call for interview only the most appropriately and best qualified applicants;
- (iii) not to make any appointment as a result of this advertisement.

**DIRECTOR OF HUMAN RESOURCES  
UNIVERSITY OF MAURITIUS  
29 May 2023**