



National
Library

NATIONAL LIBRARY

(Republic of Mauritius)

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Tel : 211 9891 Fax : 210 7173 E-mail: natlib@intnet.mu Website: <http://www.national-library.mu>



RF. No. 062
MS ISO. 9001 2015

SCHEME OF SERVICE

Post : Administrative Secretary
Salary : Rs27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700 (NL 22)
Effective Date: 08 September 2016
Qualifications:

- A. A Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings or a General Certificate of Education “Ordinary Level” with passes not below grade ‘C’ in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings.

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.

- 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. A degree in Management or Business Administration from a recognised institution or an equivalent qualification acceptable to the Board.
- D. Candidates should –
- (i) reckon at least three years’ experience in administrative/managerial duties;
 - (ii) possess good interpersonal and communication skills;
 - (iii) have good verbal and written communication skills;
 - (iv) possess a critical and analytical mind and have a multi-disciplinary approach to problem-solving; and
 - (v) have potential and ability to command and lead others, to promote team work and exercise authority.



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The National Library is a parastatal body operating under the aegis of the Ministry of Arts and Cultural Heritage

Role and Responsibilities:

To provide administrative support to the Director in designing, formulating and implementing the policies of the organisation.

Duties:


1. To deal with administrative and personnel matters and prepare reports, as and when required.
2. To handle matters having legal implications and assist in the administration of the Act and Regulations of the National Library.
3. To act as Secretary to the Board and other committees set up by the Board, as and when required.
4. To represent the National Library in negotiation with other organisations, departments, outside interests and members of the public.
5. To assist in:-
 - a) the implementation of policies with regard to the activities of the National Library;
 - b) the preparation of staff development programmes;
 - c) the promotion of staff welfare; and
 - d) to promote and participate actively in programmes aiming at enhancing organisational efficiency and effectiveness.
6. To ensure that the National Library obtains value for money in all its operations.
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 Administrative Secretary in the roles ascribed to him.

Note

The Administrative Secretary may be required to work outside normal working hours.



Certified Correct

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke.

Director
National Library