

INTERCONTINENTAL SLAVERY MUSEUM (ISM) MAURITIUS LTD

PUBLIC ADVERTISEMENT No. 4 of 2026

POST OF MUSEUM LIBRARIAN

ISM (Mauritius) Ltd, which is a state owned enterprise, responsible for the implementation of the Intercontinental Slavery Museum Project, is inviting applications from suitably qualified candidates who wish to be considered for the post of **Communication and Marketing Officer**, on contract, for a period of one-year with the possibility of appointment on a permanent basis.

II. AGE LIMIT

Candidates should not have reached 48 years of age by the closing date for the submission of applications.

III. QUALIFICATIONS AND EXPERIENCE

Candidates should

- a) Degree in Library and Information Science or a degree from a recognised institution together with a postgraduate diploma in Library and Information Science or an equivalent qualification acceptable to the Board;
- b) Registered as Professional Librarian with the Mauritius Council of Registered Librarian under section 13 of the Mauritius Council of Registered Librarian Act No.4 of 2000;
- c) Possess at least three years' post-qualification experience in the field of library acquired after obtention of the degree or postgraduate diploma specified at (i) above;
- d) Resourceful and hardworking;
- e) Excellent interpersonal and communication skills;
- f) IT Proficient;
- g) Ability to work in a team and within tight deadlines.

Candidates should produce written evidence of the experience/knowledge claimed.

IV. SALARY: Rs 30,400 a month

V. DUTIES AND RESPONSIBILITIES: -

1. To advice on policies, legislations and development of the Documentation and Resource Centre and ensure implementation of the ISM project.
2. To oversee documenting the museum collections and ensure their communication to researchers and the public.
3. To monitor the updating and annotating of the documents' collections, as and when needed.
4. To supervise and monitor the abstracting and indexing of information related to the ISM Documentation and Resource Centre and the compilation of indexes.

5. To organise, coordinate and supervise the work of subordinate staff as well as provide training.
6. To advise on the selection of library materials and equipment, stack development and use.
7. To control and monitor the Documentation and Resource Centre's expenditure and advise on its budget.
8. To order books, periodicals and other related materials.
9. To assist in organising workshops, seminars and extension activities.
10. To attend to information work including bibliographical statistical and reference enquiries
11. To collaborate with staff of other sections of the ISM, whenever required.
12. To use ICT in the performance of his duties.
13. 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 Museum Librarian in the roles ascribed to him.

Note: The Museum Librarian shall be required to work after normal working hours, including Sundays and Public Holidays.

VI. MODE OF APPLICATION

- (i) Interested candidates should submit their application form supported by photocopies of their National Identity Card, educational certificates, a detailed CV and documentary evidence of working experience claimed, by registered post or hand delivered addressed to **The Administrative Assistant, ISM Mauritius Ltd, 1 Quay Street, Ex-Labourdonnais Military Hospital, Port Louis, Republic of Mauritius.**
- (ii) Envelopes should be clearly marked on the top left- hand corner "Post of Museum Librarian – ISM/ML2026".
- (iii) This Advertisement is available on the website of the ISM (Mauritius) Limited on https://ismmauritiustld.govmu.org/ism/?page_id=3458

VII. CLOSING DATE

Applications should reach **The Administrative Assistant, ISM Mauritius Ltd, 1 Quay Street, Ex-Labourdonnais Military Hospital, Port Louis, Republic of Mauritius, not later than 15:00 hours on Thursday 07 May 2026, with the following reference mentioned on the envelope: "Post of Museum Librarian- ISM/ML 2026".** Applications received after the closing date and time will **not** be considered.

Note:

- (i) The onus for the submission of written evidence of knowledge claimed rests solely on the candidates. Applications will not be considered in case of non-submission of written evidence of knowledge claimed, by the closing date.
- (ii) Applications received after the closing date and time will not be accepted.

- (iii) Incomplete applications and non-submission of the required documents may entail elimination from the selection exercise.

- (iv) The ISM (Mauritius) Ltd reserves the right:
 - (a) to convene only the best qualified candidates for interview; and
 - (b) not to make any appointment following this advertisement.

Date: 07 April 2026

**ISM Mauritius Ltd
Ex-Labourdonnais Military Hospital
1 Quay Street, Port Louis
Republic of Mauritius**