

MAURITIUS EDUCATIONAL DEVELOPMENT COMPANY LIMITED

NOTICE OF VACANCY

The Mauritius Educational Development Company Limited (MEDCO Ltd) invites applications from suitably qualified candidates who wish to be considered for appointment to the post of **Administrative Manager** at the approved salary scale of Rs 91,375 x 3,125 – Rs 107,000.

2. Qualifications

Candidates should possess:

- A. Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level” or an equivalent qualification acceptable to the Board;
- B. A Degree from a recognised institution or an equivalent qualification acceptable to the Board;
- C. A Master’s Degree in Business Administration or Management from a recognised institution or an equivalent qualification acceptable to the Board;
- D. At least ten (10) years’ experience in the education sector. Proven experience at managerial level would be an advantage.
- E. Candidates should:
 - (i) possess good leadership, managerial and organisational skills;
 - (ii) have the drive to achieve quality education, adapt to new technologies and be in the forefront of technological innovation;
 - (iii) have sound interpersonal and communication skills;
 - (iv) have knowledge of School Management services and principles of good governance;
 - (v) possess strong analytical skills and be able to adopt a multidisciplinary approach to problem-solving;
 - (vi) have the ability to think proactively, critically and strategically; and
 - (vii) be flexible and able to work collaboratively in a team and under pressure.

Candidates should produce written evidence for experience and/or knowledge claimed.

3. Roles and Responsibilities

The Administrative Manager shall be:

- (i) responsible for the smooth running of the administration of MEDCO Ltd;
 - (ii) accountable for the Human Resource and Financial operations of MEDCO Ltd; and
 - (iii) accountable for Industrial Relations matters.
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4. Duties

The duties of the Administrative Manager shall be to:

- (i) ensure the efficient functioning of the Head Office and MEDCO Secondary Schools in line with established procedures;
- (ii) process, issue and manage tender documents and contracts in strict compliance with procurement regulations;
- (iii) monitor compliance with all MEDCO policies, financial instructions and audit recommendations;

- (iv) supervise and appraise all staff under the purview of MEDCO;
 - (v) implement Board and Sub-Committee decisions and act as Secretary to Sub-Committees;
 - (vi) assist the Board in policy formulation and procedural review;
 - (vii) maintain productive contact with all stakeholders in the secondary education sector, including the Ministry, private sector and unions;
 - (viii) ensure optimal utilisation of human, physical and financial resources in all schools and the Head Office;
 - (ix) attend to legal disputes in Court and at the Conciliation and Mediation (CCM); and
 - (x) perform any other related duties as may be assigned by the Board.
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5. Mode of Application

Qualified candidates should submit their applications on the prescribed form, available at the MEDCO Head Office and on the website of the Ministry of Education and Human Resource and send same by registered post to the address below:

Officer-in-Charge
MEDCO Ltd
1 Cassis Road
Cassis

Envelopes should be clearly marked on the top left-hand corner:
"Post of Administrative Manager"

Applicants should enclose photocopies of their academic/professional qualifications and documentary evidence of experience claimed.

6. Closing Date

Applications should reach the Officer-in-Charge, MEDCO Ltd, not later than 3.00 p.m. on Friday 27 February 2026.

Applications received after the closing date and time will not be accepted. The onus for the timely submission of applications rests solely on applicants.

7. Notes

- (i) MEDCO Ltd reserves the right not to fill the vacancy as a result of this advertisement;
- (ii) Only the best qualified candidates will be convened for interview; and
- (iii) Incomplete applications or applications not made on the prescribed form may entail elimination.

10 February 2026