



# RABINDRANATH TAGORE INSTITUTE

## NOTICE OF VACANCY

Applications are invited from suitably qualified candidates who wish to be considered for the post of **DIRECTOR** at the Rabindranath Tagore Institute.

### **1. POST : DIRECTOR**

**QUALIFICATIONS:** A. A Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level”.

B. A degree and a postgraduate qualification from a recognised institution.

OR

Equivalent qualifications to A and B above acceptable to the MGI & RTI Council.

C. At least ten years’ experience in a senior management position either in a tertiary education environment or in the education sector generally.

D. Candidates should also have:

- a) a proven track record, high professional standing and capacity;
- b) good leadership and managerial skills;
- c) excellent interpersonal and communication skills; and
- d) a knowledge of Indian Culture, traditions and cultural values.

### **Note 1**

Qualification at A above should have been obtained prior to qualification at B above.

Candidates should produce written evidence of experience claimed.

**SALARY SCALE :** Rs 101,000 plus salary compensation at approved rates

### **DUTIES:**

1. To be responsible to the Director General for :
  - (i) maintaining and promoting the good order and efficiency of the Rabindranath Tagore Institute; and
  - (ii) the finances of the Rabindranath Tagore Institute.
2. To assist in :
  - (i) the development of goals; and
  - (ii) the execution of the policy of the Council
3. To be responsible for :
  - (i) the day-to-day management and overall control of the Rabindranath Tagore Institute;
  - (ii) the strategic development of the Institute with reference to academic and cultural activities;
  - (iii) the achievement of excellence in areas of responsibility;

- (iv) staff development and training;
  - (v) determining and planning resource requirements and allocating resources; and
  - (vi) the enhancement of relationships between the Institute and other academic and cultural institutions and organisations locally and abroad in furthering the mission of the Rabindranath Tagore Institute.
4. To collaborate with the Director (Schooling) and the Director (Mahatma Gandhi Institute) in joint efforts to achieve goals set.
  5. To sit on Boards and Committees, as and when required.
  6. 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 Director (RTI) in the roles ascribed to him.

#### **MODE OF APPLICATION:**

Application forms for the post are available at the Reception Counters of Rabindranath Tagore Institute, Ilot, D'Epinay and the Mahatma Gandhi Institute, Moka. The form can also be downloaded from the MGI & RTI Website: <http://www.mgirti.ac.mu>

Applications should be made on the prescribed forms and returned, duly filled in, together with a full curriculum vitae and photocopies of birth certificate, marriage certificate (where applicable), valid certificate of character, educational certificates and written evidence of experience claimed, so as to reach the Officer-in-Charge, MGI & RTI, Mahatma Gandhi Institute, Moka, (80808) **not later than 3.30 p.m. on Friday 25 June 2021.**

Please note that applicants who do not possess a certificate of character will be required to produce the receipt for their application for same as evidence.

**Applicants should produce evidence of equivalence of qualifications and of knowledge claimed.**

**The onus for the submission of written evidence of knowledge claimed and equivalence of qualification (if applicable) from the relevant authorities (Higher Education Commission or Mauritius Qualifications Authority) rests on the candidates. Applications will not be considered in case of non-submission of written evidence of knowledge claimed and Equivalence Certificate, as appropriate, by the closing date.**

Incomplete, inadequate or inaccurate filling of the Application Form may entail elimination of the applicant. Only the prescribed Application Form should be used.

The post applied for should be clearly marked on the top left-corner of the envelope containing your application form.

**The Rabindranath Tagore Institute reserves the right:**  
**(i) to call only the best qualified candidates for interview and;**  
**(ii) not to fill the vacancy following this advertisement.**