

Employment of Project Officer on a contract basis
Ministry of Education, Tertiary Education, Science and Technology

Applications are invited from **suitably qualified candidates** who wish to be considered for employment as Project Officer on a contract basis for an initial period of one year.

II. AGE LIMIT

Candidates should not have reached their **45th** birthday by the closing date for the submission of applications.

III. QUALIFICATIONS

- A. Candidates should possess a Master's Degree in Marketing or Economics or Business Administration or Public Policy and Administration from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.
- B. Candidates should -
- (i) possess good leadership, communication and interpersonal skills;
 - (ii) possess good analytical skills and have the ability to think proactively;
 - (iii) have knowledge in national and international tertiary education norms and standards;
 - (iv) have experience in quality audit; and
 - (v) be computer literate.

NOTE

1. Candidates should produce written evidence of experience/knowledge claimed.
2. **The onus for the submission of written evidence of experience/knowledge claimed and equivalence of qualifications (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 experience/knowledge claimed and Equivalence of Certificate, as appropriate, by the closing date.**

IV. DUTIES

1. To conduct research on the potential for recruitment of students from other countries, including market research.
2. To design and implement appropriate tools for marketing the activities of the Study Mauritius Office.
3. To provide support for the preparation of policy and strategy documents with a view to promoting Mauritius as a foreign destination for higher education.
4. To establish a database of foreign students studying in Mauritius.
5. To conduct annual reviews of seats available for foreign students.
6. To provide advice and guidance to foreign students wishing to study in Mauritius.
7. To prepare communication strategy to promote Mauritius as a study destination.
8. To carry out marketing and promotion activities for the recruitment of foreign students.
9. To set up and be in charge of a Documentation/Information Unit to provide all relevant information to students.
10. To assist in the organisation of conferences, seminars, workshops on Mauritian higher education.
11. To act as link between the Ministry and Tertiary Education Institutions.
12. To prepare inputs for the Ministry's website as well as newsletters, e-journals, documentaries, video clips and publicity materials meant for students.
13. To assist in strategic planning and decision making.
14. To establish, monitor, evaluate rules and update procedures for customer service excellence.
15. To use ICT in the performance of his duties.
16. 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 Project Officer in the roles ascribed to him.

V. SALARY

Salary will be in the range of Rs 27 400 to Rs 62 700, depending on years of experience.

VI. MODE OF APPLICATION

Applications should be made on the **prescribed form** [see VII (iii) below] obtainable at the :-

- Enquiry Unit of the Ministry of Education, Tertiary Education, Science and Technology, Ground Floor, MITD House, Phoenix.
- Educational Zone 1, Mutual Aid Building, Phase II, Level 3, Guy Rozemont Square, Port Louis.
- Educational Zone 2, NCCRD, Sir F Herchenroder Street, Beau Bassin.
- Educational Zone 3, Rose Belle (opposite Grand Port District Council).
- Educational Zone 4, Level 2, Ebène Heights, Ebène.

The Application Form can also be downloaded from the website of the Ministry at the following address:

[http://ministry-education .govmu.org](http://ministry-education.govmu.org)

The Application Form should be submitted along with copies of the Birth/Marriage, Academic and Professional Certificates, **transcripts of the modules covered** in the Degree/Master's Degree and evidence of experience/knowledge, if any.

VII. IMPORTANT

- (i) **Incomplete, inadequate or inaccurate filling of the Application Form may entail elimination of the applicant. Only the prescribed Application Form should be used.**
- (ii) **Candidates will be contacted, as far as possible, by e-mail and phone. Candidates are therefore advised to submit valid e-mail address as well as a phone number on which they can be easily contacted.**
- (iii) **The Ministry reserves the right to convene only the best qualified candidates for interview.**

VIII. CLOSING DATE OF APPLICATION

Qualified candidates are requested to submit their applications so as to reach the Acting Senior Chief Executive [Attn. Human Resource Section (Secondary)], Ministry of Education, Tertiary Education, Science and Technology, 2nd Floor, MITD House, Phoenix **not later than 3.30 p.m on Monday 11 March 2024**. Applications obtained after the closing date will not be accepted. The onus for the prompt submission of applications so that they reach the Acting Senior Chief Executive, Ministry of Education, Tertiary Education, Science and Technology in time lies solely on applicants.

Envelopes should be marked “Employment of Project Officer on contract” on the top left corner.

Date: 20 February 2024

Ministry of Education, Tertiary Education,
Science and Technology
MITD House
Phoenix