



*Let the mind manage the body
Que l'esprit gère le corps*

MAURITIUS EXAMINATIONS SYNDICATE

NOTICE OF VACANCIES

The Mauritius Examinations Syndicate (MES) is a corporate body set up by the MES Act and operating under the aegis of the Ministry of Education, Tertiary Education, Science and Technology with the following objectives:

To organise and conduct examinations, award Certificates, engage in relevant research and other related activities and to co-operate with other examination bodies.

Applications are invited from suitably qualified candidates who wish to be considered for the following posts:

- (i) **Examinations Officer (Administration)**
- (ii) **Resource Person (HSC Pro) - contract basis for a period of one year.**

EXAMINATIONS OFFICER (ADMINISTRATION)

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 from a recognised institution.
- C. A postgraduate qualification in an educational field or educational administration or administration obtained after at least one-year full time or equivalent part time study at a recognised institution.

OR

Equivalent qualifications to A, B and C above acceptable to the Board.

- D. At least three years' postgraduate experience in education or educational administration or administration
- E. Candidates should also:
 - (i) be trustworthy and have a high sense of integrity;
 - (ii) be able to lead and motivate a team of employees;
 - (iii) possess good interpersonal and supervisory skills; and
 - (iv) be computer literate.

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

Candidates should produce written evidence of experience/knowledge claimed.

Duties:

1. To assist the Senior Examinations Officer (Administration) in the following:
 - (i) Constant assessment of the mechanics of conducting examinations with a view to bringing about improvements;
 - (ii) Formulation and implementation of policies;
 - (iii) Development of syllabi and examinations regulations;
 - (iv) Printing of question papers, mark schemes and marksheets;
 - (v) Ensuring the security and confidentiality of question papers, mark schemes, scripts and related examination documents; and
 - (vi) Supervising and administering the organisation and conduct of examinations and marking exercises.
2. To be responsible for the management and supervision of subordinate staff.
3. To use Information, Communication and Technology in the performance of his duties.
4. 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 Examinations Officers (Administration) in the roles ascribed to them.

Salary Scale:

The post carries salary in the scale Rs 31525 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800

RESOURCE PERSON (HSC PRO) – contract basis for a period of one year**Qualifications****A. Candidates should**

1. be holder of an undergraduate degree in Public Administration, Economics, Marketing, ICT, Engineering or an alternative qualification.
2. reckon at least **five** years' post qualification experience in the field of **Work Placement**/Apprenticeship Scheme.
3. be computer literate.

B. Candidates should also

1. possess strong communication and negotiation skills.
2. have a network of contacts with the Private Sector locally.
3. be enthusiastic and committed to producing results on time and to a high standard.
5. have the ability to work under pressure and tight deadlines.

Duties:

The main duties/responsibilities will inter alia be as follows:

1. Assist in the implementation and administration of the Work Placement Component for the HSC Professional Qualification.
2. Establish working partnerships with employers and explain the value of the project to them.
3. Survey and establish contacts with appropriate firms and institutions for the placement of students and monitor the placement component.
4. Develop a scheme for the placement of students in line with the different modules students study during their HSC-Pro course.
5. Plan and monitor the implementation of the different logistics such as transport of students, insurance, deed of work placement, Memorandum of Understandings, etc.
6. Collaborate in the drafting of procedures and other guidelines.
7. To perform such other duties related to the above.

Salary: The selected candidate will be paid a monthly salary in the range of Rs 35, 000 – Rs 55, 000 per month, excluding travelling allowance and other benefits in line with the PRB Report 2021.

Age limit

(i) Examinations Officer (Administration)

Unless already employed in the Public Service, candidates should not have reached their 40th birthday by the closing date for the submission of applications.

(ii) RESOURCE PERSON (HSC PRO)

Candidates should not have reached their 67th birthday by the closing date for the submission of applications.

Mode of Application:

Application forms together with Scheme of Service are available (during office hours on week days, between 08:45 and 16:00 hours) at the Reception Counter of the Mauritius Examinations Syndicate, Réduit or on the **MES Website** mes.govmu.org.

The application forms duly filled in and signed, together with photocopies of all educational/professional/technical certificates and documentary evidence of any experience claimed should reach the **Director, MES, Réduit 80834, Attention: Human Resource Section** by **Thursday 31 March 2022 (15:00 hrs at latest)**. The envelope should indicate clearly the post applied for on the top left-hand corner.

NOTE:

- (1) Prospective candidates not satisfying the requirements of the Scheme of Service are advised **NOT** to apply.
- (2) Qualifications obtained after the closing date for the submission of applications will **NOT** be considered.
- (3) Incomplete, inadequate or inaccurate information will lead to the rejection of the application.
- (4) Candidates should enclose photocopies of National Identity Card, birth certificate, marriage certificate (if applicable), academic/technical certificates/qualifications and other relevant documentary evidence regarding qualifications and experience claimed. Failure to produce documentary evidence at **time of application** may lead to disqualification of the candidate.
- (5) Eligible candidates who will be called for interview via letter/phone/email will be required to produce their National Identity Card, original birth certificate, marriage certificate (for married women) and all original certificates and documents provided at the time of application.
- (6) The Syndicate should be informed **immediately** of any change of address.
- (7) The onus for the submission of written evidence of experience claimed and equivalence of qualifications (if applicable) from the relevant Authorities rests on the candidates and such document should accompany the application form.
- (8) Candidates may be required to take part in a written competitive examination in order to assess their potential and aptitude for the post.
- (9) MES reserves the right
 - (i) to convene only the best qualified candidates for interview.
 - (ii) NOT to make any appointment following this advertisement.

Mauritius Examinations Syndicate
Réduit
March 2022