



*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) **IT Manager (on Contract)**
- (ii) **Procurement and Supply Officer**

1. IT MANAGER (ON CONTRACT)

Salary: Rs40300 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800 x 2000 – 75800 x 2150 – 77950

Qualifications: **A.** A Master's Degree in Computer Science or Computer Engineering or Information Systems or Information Technology or Software Engineering or a Master's Degree the major part of which should be Computer Science or Computer Engineering or Information Systems or Information Technology or Software Engineering from a recognised institution or an equivalent qualification acceptable to the Board

B. Candidates should

- (a) reckon at least five years' post-qualification experience in Information Technology and Management of projects;
- (b) possess effective interpersonal, communication and leadership skills;
- (c) be conversant with the latest technological developments in ICT;
- (d) possess good analytical, organising and decision-making skills.

Note: Candidates should produce written evidence of experience claimed.

Roles and Responsibilities: To be responsible for the efficient and effective management of the ICT infrastructure and development of software of the Mauritius Examinations Syndicate.

Duties:

1. To be responsible to the Director for the performance of the following duties:
 - (a) to head the IT Department and ensure its day-to-day running;
 - (b) to advise management on the overall IT aspects, strategy and policy;
 - (c) to be responsible for the preparation and appraisal of tenders for hardware and software;
 - (d) to establish software and data security procedures to protect the IT Department and confidentiality of information of the Syndicate;
 - (e) to implement applications for data and information Management;
 - (f) to identify emerging trends to ensure that IT Systems are responsive and meet the on-going needs of the Education Sector;
 - (g) conceptualisation of projects and the formulation of policies, standards and security norms with regard to ICT projects of the Syndicate;
 - (h) manage, coordinate, monitor and assist in implementing all ICT projects in accordance with best practices and appropriate standards for the Syndicate;
 - (i) proper administration, maintenance and upgrading of existing systems;
2. To ensure availability of an internal Computerised Systems of the Mauritius Examinations Syndicate.
3. To maintain ongoing awareness of developments in the field of ICT and provide training to all users with respect to the implementation of any new IT system at the Mauritius Examinations Syndicate.
4. To control, coordinate and supervise the work of officers working under his responsibility.
5. To ensure that ICT norms are respected in different sections of the Syndicate;
6. To ensure that procedures and projects relating to ICT matters are consonant with policies and guidelines set by the Syndicate;
7. To recommend appropriate ICT solutions for the Syndicate and in the education sector;
8. To manage ICT solution providers in order to ensure proper operation of information systems;
9. To establish and achieve project deadlines;
10. To recommend appropriate training for the personnel of the Syndicate;
11. 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 IT Manager in the roles ascribed to him.

Note

In case of a force majeure/public emergency, incumbents are required to be available to provide their services to ensure business continuity either through work from home, remote working, working online or work performed through any other IT system.

2. PROCUREMENT AND SUPPLY OFFICER

Salary: Rs 24475 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950
– 42200 x 1300 – 43500

By selection from among candidates who –

- (i) 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 of the Mauritius Examinations Syndicate;
- (ii) possess a Certificate in Procurement and Supply Management or a Certificate in Purchasing and Supply Management from a recognised institution or an equivalent qualification acceptable to the Board of the Mauritius Examinations Syndicate;
- (iii) reckon at least four years’ experience in procurement and supply;
- (iv) have good organising skills;
- (v) have good interpersonal and communication skills; and
- (vi) are computer literate.

Candidates should produce written evidence of experience/knowledge claimed.

Duties:

1. To be responsible to the Manager Procurement and Supply for the technical aspects of their duties.
2. To assist the Senior Procurement and Supply Officer in the organization and management of procurement and supply activities and in the proper functioning of the Stores Section.
3. To perform procurement of goods, warehousing and stock control duties in accordance with the provisions laid down in the Public Procurement Act 2006.
4. To prepare and implement a procurement plan.
5. To perform procurement, warehousing and stock keeping and stock control duties in compliance with the provisions laid down in the Financial Management Kit and regulations made under the Public Procurement Act and other regulations in force, as appropriate.
6. To organise and manage the procurement and supply activities at the Mauritius Examinations Syndicate.
7. To assist in the appraisal and review exercises related to procurement, supply and warehouse operations.

8. To prepare bids as per approved procedures, seek quotations, evaluate bids, order requisitions and to ensure follow up actions.
9. To ensure that store items delivered comply with requisition orders and are in good condition.
10. To ensure that the store items delivered are properly maintained and kept up-to-date.
11. To be responsible for stock taking and inventory of assets.
12. To use appropriate software in procurement of materials and consumables.
13. To flag non-compliance and misinterpretation of existing rules and regulations to the Director.
14. To use ICT in the performance of his duties.
15. 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 Procurement and Supply Officer in the roles ascribed to him.

Note

1. Procurement and Supply Officer may be required to follow appropriate courses to make them conversant with relevant computer packages.
2. In case of a force majeure/public emergency, incumbents are required to be available to provide their services to ensure business continuity either through work from home, remote working, working online or work performed through any other IT system.

Age limit

(i) IT Manager (On Contract)

Unless already employed in the Public Service, candidates should not have reached their **65th birthday** by the closing date for the submission of applications.

(ii) PROCUREMENT AND SUPPLY OFFICER

Unless already employed in the Public Service, candidates should not have reached their **45th 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** <http://mes.govmu.org>

The application forms duly filled in and signed, together with photocopies of all educational/professional/technical certificates and documentary evidence of all experience claimed should reach the **Director, MES, Réduit 80834, Attention: Human Resource Section** by **Friday 21 July 2023 (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 qualification (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

June 2023