



*Let the mind manage the body
Que l'esprit dirige 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) **Administrative Officer**
- (ii) **Programmer**
- (iii) **Computer Technician**

(1) **ADMINISTRATIVE OFFICER**

Qualifications

1. (a) A degree from a recognised Institution or equivalent and
(b) Two years' experience in the Executive/Administrative class.
2. Computer Literate

Duties

1. To be responsible to the Director/ Deputy Director/ Secretary/Principal Examinations Officer/Principal Research and Development Officer/ Senior Examinations Officer for such aspects of Management and Administration, organisation and conduct of examinations as may be assigned.
2. To administer such departments and sections of the MES as the officer may be put in charge of.
3. To be responsible for such administrative and supervisory duties assigned particularly regarding the confidentiality and security of question papers and answer scripts and the processing of marks and related matters concerning the organisation of examinations.
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 incumbents in the roles ascribed to them.

Salary Scale:

Rs 25,525 x 775 – 32,500 x 925 – 37,125 x 1225 – 40,800 x 1525 – 49,950 x 1625 – 56,450

(2) PROGRAMMER

Qualifications

1. Credit in five subjects including English Language, French Language and Mathematics at the School Certificate level
OR GCE 'O' Level equivalents, **together with**
Two passes at 'A' level, one of which should be Mathematics or Computer Science.
OR an acceptable alternative qualifications.
2. A Certificate in Computer Programming or equivalent from a recognised institution.
3. Adequate experience of writing and testing computer programmes with competence using COBOL or another programming language chosen for the job.

Duties

1. To draw up a logic Flow Chart (i.e a schematic diagram showing the proposed sequence of events) on the basis of the systems designed by the Systems Analyst.
2. To write the necessary instructions in the programming language chosen for the job.
3. To 'desk' test and 'computer' test the compiled programme and correct any errors.
4. To document for permanent record the explanatory sequence of events contained in the programme.
5. To provide operating instructions to the users to allow the programme to be processed.
6. 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 incumbents in the roles ascribed to them.

Salary Scale

Rs 20525 x 475 - 21950 x 625 - 23200 x 775 - 32500 x 925 - 37125 x 1225 - 40800 x 1525 - 42325

(3) COMPUTER TECHNICIAN

Qualifications

- A. Cambridge School Certificate with credit in five subjects including English Language, French and Mathematics.
OR GCE 'O' Level equivalents.
- B. Cambridge Higher School Certificate with Mathematics or Computing.
OR GCE 'A' Level equivalents.
- C. Diploma in Computer Science and Engineering
OR Equivalent qualification acceptable to the Board.

Duties

1. To maintain, repair and administer the computer system including all related peripherals.
2. To provide general technical guidance and support to end-users.
3. To devise appropriate system of security in relation to hardware and software.
4. To liaise with suppliers for repairs and maintenance of computers.
5. 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 incumbents in the roles ascribed to them.

Salary Scale

The permanent and pensionable post carries salary in the scale of:

Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325

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.intnet.mu>.

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 30 July 2021 (15:00 hrs at latest)**. The envelope should indicate clearly the post applied for on the top left-hand corner.

NOTE:

- (1) For the posts of **Administrative Officer, Programmer and Computer Technician** candidates unless already employed in the Public Service should **NOT** have reached their 40th birthday by the closing date for the submission of applications.
- (2) Prospective candidates not satisfying the requirements of the Scheme of Service are advised **NOT** to apply.
- (3) Qualifications obtained after the closing date for the submission of applications will **NOT** be considered.
- (4) Incomplete, inadequate or inaccurate information will lead to the rejection of the application.
- (5) 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.
- (6) 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.
- (7) The Syndicate should be informed **immediately** of any change of address.
- (8) 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.
- (9) Candidates may be required to take part in a written competitive examination in order to assess their potential and aptitude for the post.
- (10) MES reserves the right
 - (i) to convene **only** the best qualified candidates for interview.
 - (ii) **NOT** to make any appointment following this advertisement.