

MAURITIUS EXAMINATIONS SYNDICATE

NOTICE OF VACANCY

Resource Person (Examination/Assessment) – (on contract)

The Mauritius Examinations Syndicate (MES) is a corporate body set up by the MES Act No. 4 of 1984 and operating under the aegis of the Ministry of Education and Human Resources, Tertiary Education and Scientific Research with the objectives to organise and conduct examinations; to engage in relevant research and other related activities tending to promote the development of a sound system of examinations and to award certificates.

Applications are invited from suitably qualified candidates who wish to be considered for the post of RESOURCE PERSON (Examination/Assessment) on a contractual basis for a period of six months in the context of the implementation of the Nine Year Schooling Project.

Profile of Candidate

- A. (i) a degree from a recognised institution
- (ii) A one year postgraduate qualification in Education or Education Administration.

OR

Equivalent qualifications to (i) to (ii) above acceptable to the Board.

- B. Minimum of ten (10) years' experience in a position of responsibility in the education field.
- C. Proven knowledge and experience in Assessment/Examinations.
- D. Possess good analytical and problem –solving skills.
- E. Have excellent communication and interpersonal skills and the ability to promote team work.
- F. Computer literate.
- G. Ability to work under pressure and tight deadlines.

Candidates should produce written evidence of experience/knowledge claimed.

Job Description

The selected candidate will have to carry out such duties in the administration and professional work of the Syndicate, and in particular:

- (i) to ascertain that the procedures for the setting and moderating of question papers are being followed including those regarding confidentiality and security and to make recommendations to improve them, wherever necessary;
- (ii) to assist in the organisation of workshops, briefings, marking, grade review and Assessment/Examination;

- (iii) to assist in the general administration for the implementation of the Nine Year Schooling Project regarding the organization and conduct of NCE Assessment;
- (iv) any other tasks that may be assigned by the Director.

Salary

An attractive package, commensurate with qualifications and experience will be offered to the right candidate in the range of **Rs50, 000 – Rs60, 000**.

Mode of Application

Interested candidates may collect the application form available (during office hours on weekdays, between 08 45 and 16 00 hours) at the Reception Counter of the Mauritius Examinations Syndicate, Réduit or downloaded from 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 any experience/knowledge claimed should be addressed to the Director, Mauritius Examinations Syndicate, Réduit 80834, Attention: Human Resource Section by **29 December 2020 (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 above profile are advised NOT to apply.
- (2) Qualifications obtained after the closing date for the submission of applications will not be considered.
- (3) Eligible candidates will be required to produce their original birth certificate, marriage certificate (for married women) and relevant qualifications (original) along with photocopies, if they are called for interview.
- (4) Incomplete, inadequate or inaccurate information will lead to the rejection of the application.
- (5) Failure to produce documentary evidence at time of application will lead to disqualification from the exercise.
- (6) The Syndicate should be informed **immediately** of any change of address.
- (7) Candidates who possess an equivalent qualification are requested to submit an equivalence certificate from the Higher Education Commission, failing which the application will not be considered.
- (8) Only the best qualified candidates will be called for interview.
- (9) MES reserves the right **NOT** to make any appointment following this advertisement.

Mauritius Examinations Syndicate
Réduit
December 2020