



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

MAURITIUS EXAMINATIONS SYNDICATE

NOTICE OF VACANCY

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 post of

RESOURCE PERSON (HSC PRO) (on a contractual basis for a period of one year)

Age Limit

Candidates should not have reached their 65th birthday by the closing date for the submission of applications.

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 with the Private Sector locally.
3. be enthusiastic and committed to producing results on time and to a high standard.
4. 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 for the smooth introduction of HSC Pro.
7. To perform such other duties related to the above.

Salary: The selected candidate will be paid a monthly salary in the range of Rs35, 000 – Rs55, 000 per month.

Mode of Application:

Application form and other details for the respective post are available at the Reception Counter of the Mauritius Examinations Syndicate, Réduit (during office hours on week days, between 08:45 and 16:00 hours) or can be downloaded from the **MES Website** <http://mes.intnet.mu>.

The application form 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 **Wednesday 19 August 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 requirements of the post are advised **NOT** to apply.
- (2) Qualifications obtained after the closing date for the submission of applications will **NOT** be considered.
- (3) Failure to produce documentary evidence at **time of application** as well as incomplete, inadequate or inaccurate information will lead to the rejection of the application.
- (4) Candidates should enclose with their application forms, **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. The **original** documents should be produced at the time they will be called for interview.
- (5) 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.
- (6) The Syndicate should be informed **immediately** of any change of address/phone number/email address.
- (7) MES reserves the right
 - (1) to convene **only** the best qualified candidates for the interview.
 - (2) **NOT** to make any appointment following this advertisement.

Mauritius Examinations Syndicate
Réduit
July 2020