



*Let the mind manifest the words
Que l'esprit se manifeste par les mots*

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:

- (1) **Human Resource Management Officer (Contract)**
- (2) **Graphic Designer (Contract)**
- (3) **Computer Technician**
- (4) **Programmer**

- (1) **HUMAN RESOURCE MANAGEMENT OFFICER (One Year Contract)**

Qualifications:

BY SELECTION FROM AMONG CANDIDATES FROM THE PUBLIC SERVICE OR PARASTATAL ORGANISATIONS -

A. Possess -

- (i) a Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education "Advanced Level".
- (ii) a degree in Human Resource Management or Management with Specialisation in Human Resource Management from a recognised institution.

OR

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

- B. reckon at least two years' post qualification experience in the field of human resource management;
- C. are computer literate;
- D. possess good analytical and problem-solving skills;
- E. have good interpersonal and communication skills and the ability to promote team work.
- F. are proactive and resourceful and are able to work under pressure.

Note: Qualification at A(i) above should have been obtained prior to qualification at (A)(ii) above. However, candidates who, as at 30 June 2003, did not possess the qualification at (A)(i) above, will also be considered provided they hold -

(a) a Cambridge School Certificate or Passes obtained on one certificate at the General Certificate of Education "Ordinary Level" either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject or an equivalent qualification acceptable to the Board; and

(b) a Master's Degree or a postgraduate diploma from a recognised institution in one of the fields at (A)(ii) above or an equivalent qualification acceptable to the Board.

Qualification (a) under 'Note' should have been obtained prior to qualification at (A)(ii) above and at (b) under 'Note'.

Candidates should produce written evidence of experience/knowledge claimed.

Role and Responsibilities

To be responsible for planning, coordinating and implementing human resource policies, strategies, systems and processes in line with the goals and objectives of the Mauritius Examinations Syndicate.

Duties

1. To be responsible for the formulation and implementation of human resource strategies, policies and practices in line with applicable laws, regulations and best practices.
2. To deal with matters relating to recruitment and selection of employees, including appointment, promotion, retirement, training, discipline, review of schemes of service etc.
3. To ensure that human resource policies, rules, regulations and procedures are properly and consistently applied so that all employees are treated fairly and equitably.
4. To advise and assist Management in handling industrial relations matters and to represent the Mauritius Examinations Syndicate in industrial tribunals and courts.
5. To be responsible for the promotion of staff welfare and a healthy and safe working environment.
6. To process and keep annual Performance Appraisal Reports.
7. To perform the duties of Secretary in meetings held by Management with staff associations and in other departmental meetings relating to human resource matters, whenever required, and to ensure proper follow-up action.
8. To ensure that up-to-date personnel records of all employees including records on absenteeism, sickness and punctuality, are kept.
9. To plan human resource requirements of the Mauritius Examinations Syndicate in conjunction with Heads of Departments/Divisions and to assist in the preparation of the annual budget proposals for the Human Resource Division.
10. To develop and implement a training and development strategy and plan for staff and to ensure proper evaluation and effectiveness of training.
11. To supervise and provide proper guidance and coaching to subordinate staff.
12. To use ICT in the performance of his duties.
13. 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 Human Resource Management Officer in the roles ascribed to him.

Salary Scale

Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 - 56450

(2) GRAPHIC DESIGNER (One Year Contract)**Qualifications:**

- (i) Diploma in Visual Arts or Graphic Design or Communication Graphic;
OR
 an equivalent qualification acceptable to the Board; and
- (ii) at least one year experience in operating Hardware & Graphic Software; Mackintosh and PC Platform would be an advantage.

NOTE:**Candidate should:**

- demonstrate knowledge of updated technology in the field of Graphic Design;
- be able to work in team;
- produce written evidence claimed and should also produce a portfolio of work.

Duties

1. To do research and investigation work related with graphics work.
2. To create, design and produce publications.
3. To assist in the production of educational and multi-media materials.
4. To be responsible for the work from pre-press conceptions to printing/on-line publications.
5. To develop relevant Multi-Media materials using appropriate equipment and techniques.
6. To operate Macintosh/PC Graphics Stations and other graphics equipment using graphics software such as Adobe Photoshop; Illustrator; Freehand; Quark Xpress; Macromedia Dreamweaver, Flash and InDesign.
7. To create the graphics to accompany texts for publication and for electronic media.
8. To be responsible for typesetting, illustrations, user interfaces, web design, etc.
9. 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 Graphic Designers in the roles ascribed to them.

Salary Scale

Rs 19575 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.

