



*Let the mind measure the world,  
the report speak the voice*

# 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.

### 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**

## **(4) 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**



**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 28 February 2020 (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 **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 to convene **only** the best qualified candidates for interview.
- (11) MES reserves the right **NOT** to make any appointment following this advertisement.

**Mauritius Examinations Syndicate  
Réduit  
January 2020**