



# UNIVERSITY OF MAURITIUS

## VACANCY

The University of Mauritius, as an equal opportunity employer, is inviting applications from suitably qualified candidates for the post of **Administrative Officer**.

Appointment will be either on a two-year full-time contract basis or in a substantive capacity.

Candidates should have reached their 18<sup>th</sup> birthday and unless already in Public Sector (Civil Service, Parastatal and other Statutory Bodies/Approved Service, Government Service) should **not** have reached their 45<sup>th</sup> birthday by the closing date for the submission of applications.

**SALARY SCALE:** Rs 27400 x 825 - 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100  
(UOM 48) x 1575 – 49250 x 1650 – 54200 x 1700 - 62700

- QUALIFICATIONS:**
1. A degree from a recognised institution or an equivalent qualification acceptable to the Council of the University of Mauritius.
  2. Candidates should:
    - (i) be proactive and be able to meet tight deadlines;
    - (ii) have good interpersonal and communication skills;
    - (iii) possess good analytical and problem-solving skills;
    - (iv) have the potential and ability to command and lead others, and to promote team work;
    - (v) be versatile and have the ability to adapt to different work situations;
    - (vi) possess supervisory skills;
    - (vii) be computer literate

Candidates should produce written evidence of experience/ knowledge claimed.

### **NOTE**

Candidates may be required to take part in a written examination conducted by the University of Mauritius designed to assess their potential and aptitude for administrative work and their ability for problem-solving.

- DUTIES:**
1. The Administrative Officer is responsible to the Deans of Faculty/Heads of Sections where he is periodically posted.
  2. To assist in the implementation of administrative decisions including administration of Admission and Registration of students.
  3. To represent the University/act as Secretary in internal and external meetings.
  4. To assume administrative responsibilities comprising the custody and security of the University records/documents, maintenance and security of building and equipment.

5. To serve as Secretary to the Board of Faculty.
6. To attend and act as a Representative of the Head of Section in statutory and other committees.
7. To supervise subordinate Staff.
8. To assist in the preparation of materials for official publications of the University.
9. To be responsible for planning, organising and coordinating all University events.
10. To assist in working out budget proposals and administration of budget.
11. To use ICT in the performance of his duties.
12. To perform other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Administrative Officer in the roles ascribed to him.

### **MODE OF APPLICATION**

Applications must be submitted electronically through the University of Mauritius online Application System which can be accessed on <https://apply.uom.ac.mu/nonacadrecruit>

Applicants should fill in and submit the application form online and attach the following documents:

- educational certificates;
- birth certificate and marriage certificate (if applicable);
- testimonials of work experience claimed; and
- equivalence of qualifications (where applicable). Candidates who possess an equivalent qualification are required to submit an Equivalence Certificate from relevant authorities, failing which their application will not be considered.

**INCOMPLETE APPLICATIONS AND APPLICATIONS/DOCUMENTS RECEIVED AFTER THE CLOSING DATE WILL NOT BE CONSIDERED. APPLICATIONS SENT BY POST/COURRIER SERVICE /FAX OR EMAIL WILL NOT BE ACCEPTED.**

### **CLOSING DATE**

The closing date for submission of the online application and all relevant documents/certificates is **Friday 18 November 2022 at latest.**

Upon selection for the posts, candidates will be required to produce a valid Certificate of Character.

General information on the University of Mauritius is available on the UoM website [www.uom.ac.mu](http://www.uom.ac.mu)

*The University of Mauritius is an Equal Opportunity Employer. Disabled persons having the required qualifications are encouraged to apply.*

The University of Mauritius reserves the right:

- (i) to conduct a written/aptitude test as and when required.
- (ii) to call for interview only the most appropriately and best qualified applicants;
- (iii) not to make any appointment as a result of this advertisement.

***DIRECTOR OF HUMAN RESOURCES  
UNIVERSITY OF MAURITIUS  
28 October 2022***

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