



UNIVERSITY OF MAURITIUS

VACANCY

Applications are invited from suitably qualified candidates for the post of **Project Assistant**, to work on the project entitled “**Collaborative Project with the Ministry of Health and Wellness (MoHW) (Mauritius) for the Post-Graduate Diploma in HIV-AIDS Management by the University of Mauritius (UoM)**”.

Minimum Qualifications Required:

A (Hons) Bachelor Degree in the field of Medical Science or Health Sciences or Nutritional Sciences or Physiotherapy or Occupational therapy.

Profile of Candidates

- Good communication skills with fluency in English and French (both oral and written).
- Good computing skills with knowledge in MS Word, MS Excel and MS PowerPoint.
- Ability to work within the Faculty team.

Responsibilities & Duties

- Work with the MoHW-UoM Link Coordinator to facilitate the smooth implementation of the MoHW - UoM Memorandum of Agreement for the delivery by the UoM of the Post-Graduate Diploma (PGD) in HIV-AIDS Management (Mgt)
- Assist in the coordination of the weekly tasks for effective delivery of all modules of the programme
- Provide time-table, and curriculum (programme/module catalogue to Students and Trainers.
- Help in timely organization of time-table and delivery of assessments in the different modules
- Take notes of meetings, and put in place record keeping.
- Foster positive collaboration between MoHW and UoM
- Facilitate effective communication among Students and Trainers
- Assist in the organization, preparation and invigilation of class tests
- Follow-up of portfolio and logbook submission
- Ensure smooth organization of the visits of guest lecturers
- Follow-up for timely payment of trainers
- Complete any other cognate duties as may be assigned by the MoHW-UoM Link Coordinator.

Remuneration

A monthly all inclusive allowance of Rs 27,400 /-, plus travelling expenses by bus.

Duration of Contract

- One year on full-time basis from June 2024 to May 2025.

Mode of Application

Application letter by email with detailed *Curriculum Vitae*, photocopies of qualifications, equivalence of qualifications (where applicable), birth certificate, and testimonials, should be sent to the **MoHW-UoM Link Coordinator (Associate Professor (Dr) M. F. Chan Sun), University of Mauritius, Réduit** [lan.sun@uom.ac.mu] by **22 May 2024 by noon, at latest**. Your email should also be copied to the **Dean of the Faculty of Medicine and Health Sciences, University of Mauritius, Réduit** [deanfmhs@uom.ac.mu].

Applications received after the closing date will not be considered.

The University of Mauritius reserves the right:

- (i) to call for interview only the most appropriately and best qualified applicants;
- (ii) not to make any appointment as a result of this advertisement.

Prof (Dr) M F Mahomoodally
Dean, Faculty of Medicine and Health Sciences
Date: 08.05.24