

**Quality Assurance Authority is hiring Internships for its Finance/HR
and
Management Departments**

The Quality Assurance Authority (QAA) is a statutory body established under the Higher Education Act 2017 (Act No. 23 of 2017 under Section 28). The QAA became operational on 17 January 2020. The objectives of the QAA are to promote, maintain and enhance quality assurance of higher education in line with international high-quality standards in higher education through appropriate quality assurance mechanisms.

The Quality Assurance Authority is situated on the 8th Floor of the Ebène Heights, Ebène

Duties are as follows:

- Assist the Finance Division in effecting payments, processing salary, Overtime etc.
- Assist the HR Division in the recruitment, processing of leaves, monitoring of attendance, processing of retirement and passage benefits etc.
- Assist Management in performing administrative duties such as drafting simple correspondences, computing simple data, taking notes, liaising with other institutions etc.

We are currently looking for graduates who have recently completed their degree courses for internship for a period of 11 months in the following fields:

- (i) One with BSc (Hons) Accounting and Finance
- (ii) One with BSc (Hons) Human Resource Management
- (iii) One with BSc (Hons) Management

Duration: 11 months

Experience: Not required

Remuneration: Rs 3000 monthly including travelling

Working Days/ Time: From Monday to Friday- 8:45 to 4 pm

Send your CV Motivation Letter on: hr@qaa.ac.mu

By: **Friday 22 August 2025**