



# UNIVERSITY OF MAURITIUS

## VACANCY

### **COUNCIL SECRETARY (Part-Time Contractual basis)**

The University of Mauritius invites applications from suitably qualified persons or reputable firms offering professional secretarial services, for the post of **COUNCIL SECRETARY (on Part-Time Contractual basis only)** for a period of one year, renewable.

The **Council Secretary** acts as the interface between the University Council and the University Management. The Council Secretary is answerable to the University Council and reports to the Chairperson of Council. To ensure rapid implementation of the decisions taken by the University Council, the Council Secretary will be assisted by an Administrative Manager selected by the University Council. The Council Secretary will attend all University Council Meetings which are conducted as and when required and are usually held once a month.

#### **Required Profile**

Candidates for the post of Council Secretary are expected to:

- be a Member of the Institute of Chartered Secretaries (ICSA)/or Member of The Chartered Governance Institute (GCI);
- have at least five (5) years' experience in a similar position; and
- possess the necessary competencies to efficiently carry out the duties of Council Secretary as specified below:

#### **Duties of Council Secretary:**

The Council Secretary shall:

- Report to the Chairperson of the University Council;
- Ensure that the University complies with its legal and statutory requirements and standards of good governance;
- Organise, prepare agendas and take minutes of Council;
- Maintain statutory records, including register of members (with the assistance of the Administrative Manager attached to Council);
- Maintain the official minutes and other confidential documents (with the assistance of the Administrative Manager attached to Council);
- Communicate regularly on the deliberations and actions approved by Council;
- Ensure prompt communication of Council decisions and to report thereon on actions taken;
- Advise members on the University's rules and procedures, in particular, its Act and Statutes;
- Advise Council Members on governance issues; and
- Perform any other job-related duties.

## **Conditions**

The duration of the Part-Time Contract will be for an initial period of **one year**, renewable.

**Salary**: Negotiable

## **Application Procedures**

Interested candidates are invited to submit their applications **by email**. The application letter and all supporting documents, duly signed and scanned through, should be sent to the following email address: [uomcouncil@uom.ac.mu](mailto:uomcouncil@uom.ac.mu)

### **A. Individuals**

Interested candidates are requested to submit their **application letter** together with the following:

1. Detailed and updated Curriculum Vitae signed and dated by the candidate;
2. Name, address and contact details of two (2) referees;
3. Copies of their National Identity Card and of their birth and educational certificates;
4. Testimonials and equivalence of qualifications (where applicable);
5. References for similar services provided to other institutions; if any,
6. A proposed **all-inclusive** monthly fee for the services to be provided.

### **B. Firms**

Interested firms are requested to submit their **application letter** together with the following:

1. A brief profile of the firm;
2. Curriculum vitae of the key personnel to be assigned to serve as the Council Secretary;
3. The firm's comments, if any, on the data, services and facilities required from the University of Mauritius;
4. References for similar services provided to other institutions;
5. A brief report (maximum two A4 pages) on the methodology to be adopted for the provision of the proposed required services; and
6. A proposed monthly retainer fee that shall be inclusive of all taxes, transport, staff costs and other costs necessary for the provision of the required services to the University of Mauritius.

## **Closing Date**

The closing date for the submission of applications is **Wednesday 31 August 2022** not later than **3.15 pm (local time)**.

Hardcopies of the applications will also be accepted, provided same are forwarded under confidential cover, to reach **The CHAIRPERSON OF THE UNIVERSITY OF MAURITIUS COUNCIL, University of Mauritius, Réduit, 80837, Mauritius**, not later than **3.15 p.m. (local time) on Wednesday 31 August 2022**. The envelopes should be clearly marked "**Post of Council Secretary**" on the top left corner.

Alternatively, the applications can also be submitted by calling in person at the **Office of the Pro-Chancellor and Chairperson of the UoM Council, Room 7.11, 7<sup>th</sup> Floor, Tower Block, Academic Complex, University of Mauritius, Réduit**.

**INCOMPLETE APPLICATIONS AND APPLICATIONS RECEIVED AFTER THE CLOSING DATE WILL NOT BE CONSIDERED.**

Further particulars may be obtained from the Office of the Chairperson of the University of Mauritius Council (Email: [uomcouncil@uom.ac.mu](mailto:uomcouncil@uom.ac.mu) )

General information on the University is available on the UoM website **www.uom.ac.mu**

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

The University reserves the right to call only the most suitably and best qualified applicants for interview and not to proceed with any appointment as a result of this advertisement.

**PRO-CHANCELLOR AND CHAIRPERSON OF  
UNIVERSITY OF MAURITIUS COUNCIL  
Réduit**

10 August 2022