



VACANCIES

The University of Mauritius, as an equal opportunity employer, is inviting applications from suitably qualified candidates for the following posts at the University of Mauritius:

1. **Chief Librarian**
2. **Accountant**
3. **Laboratory Officer *in the field of:***
 - (i) **Chemistry**
 - (ii) **Civil Engineering**
4. **Assistant Systems Analyst/Programmer**
5. **Technical Assistant/Senior Technical Assistant**
6. **Clerk**
7. **Clerk/Word Processing Operator**
8. **General Worker**

Note:

1. Candidates should have reached their 18th birthday and unless already in Public Sector (Civil Service, Parastatal and other Statutory Bodies/Approved Service, Government Service) should **not** have reached their 40th birthday for posts 1 to 7 and for post 8, candidates should **not** have reached their 48th birthday by the closing date for the submission of applications.
2. For the posts 1 to 4, appointment will be either on a two-year full-time contract basis or in a substantive capacity in the first instance. The University of Mauritius will then offer the possibility of appointment on the Permanent and Pensionable Establishment based on a set of conditions which are available for consultation at the Office of Human Resources of the University of Mauritius upon request. However, a contractual appointment does not give any candidate the automatic right to any future appointment in a permanent capacity at the University of Mauritius.
3. For the posts 5 to 8, appointment will be on a temporary basis or in a substantive capacity in the first instance. The University of Mauritius will then offer the possibility of appointment on the Permanent and Pensionable Establishment based on a set of conditions which are available for consultation at the Office of Human Resources of the University of Mauritius upon request. However, a temporary appointment does not give any candidate the automatic right to any future appointment in a permanent capacity at the University of Mauritius.

1. CHIEF LIBRARIAN

SALARY SCALE: Rs 68000 x 1800 – 69800 x 2000 – 75800 x 2150 – 82250 x 3000 –
(UOM 69) 88250 x 3125 – 97625

QUALIFICATIONS: The ideal candidate should:

1. have a Degree and a Master's in Library and Information Science or equivalent qualifications from a recognised University.
2. have good interpersonal and communication skills.
3. have good IT skills specially in fields relating to the Library.

4. be familiar with the concept of virtual versus actual Library environment.
5. be prepared to work on a flexible schedule, supervising library operations and staff on late hours in the evenings/Saturdays.
6. have at least 5 years' post-qualification professional experience and responsibility in a supervisory/managerial capacity in an academic and research environment.

Note

Council, at its 364th (Ordinary) Meeting, held on 08 December 2011, had approved that all schemes of service for posts where "experience" was specified as a requirement, be amended to be read as "post - qualification experience". This amendment would be applicable to new recruits only.

DUTIES:

1. To perform a variety of professional library duties which require a basic theoretical understanding of libraries, their organisation and operation, and the ability to interpret and apply Library principles and theories as required to carry out assigned duties.
2. To be responsible for the delivery of effective and efficient library services to the University in line with its stated mission.
3. To be responsible for all operations of the Library including managing staff and budgets; establishing goals and objectives; monitoring expenditures, existing programs and special projects and planning for future needs.
4. To be responsible for developing and implementing library policies and procedures and liaising with other departments of the University as appropriate.
5. To take account of opportunities for innovation and new developments and integrate them into service provision wherever appropriate.
6. To advise staff & students on matters related to bibliographies, research guides, annotated reference lists and other bibliographic aids and instructional materials.
7. To be responsible for the effective operation of book security system.
8. To monitor compliance with copyright requirements, requiring a general understanding of and ability to explain such requirements to staff and students.
9. To maintain awareness of current developments in subject field, applicable technology and/or constantly changing meaning, interpretation and application of complex rules and standards governing the organisation and classification of library materials.
10. To foster links with other libraries and identify opportunities for regional collaboration.
11. 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 Chief Librarian in the roles ascribed to him/her.

2. ACCOUNTANT

SALARY SCALE: Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 -
(UOM 50) 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700

QUALIFICATIONS: A. Membership of the Association of Chartered Certified Accountants (ACCA)

OR

Membership of the Institute of Chartered Accountants of England and Wales (ICAEW).

OR

Membership of a Professional Accountancy Body acceptable to the University of Mauritius

B. Two years' post-qualification experience in Accountancy/Audit.

DUTIES: The Accountant will work under the general supervision of the Finance Director and will be responsible for the following:

1. Assisting the Finance Director in the management of the Finance Section of the University of Mauritius;
2. Preparing Accounting and Financial Management Reports and Cash Flow Statements;
3. Assisting in the preparation of Annual Estimates of the University of Mauritius;
4. Performing other duties directly related to the main duties listed above or related to the delivery of the output and results expected from Accountants in the roles ascribed to them.

3. LABORATORY OFFICER in the field of:

(i) *Chemistry*

(ii) *Civil Engineering*

SALARY SCALE: Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400
(UOM 47) x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 -
49250 x 1650 - 54200 QB 55900 x 1700 - 62700

QUALIFICATIONS: A Degree in the relevant science field from a recognised institution or an equivalent qualification acceptable to the University.

Note:

Laboratory Officers, possessing or on obtaining the above qualification as well as new entrants, should join the recommended salary scale at salary point Rs 28225 and be allowed to proceed beyond the QB inserted in the salary scale of the grade.

DUTIES:

1. To perform under the general supervision of the Senior Laboratory Officer, the following duties:
 - (i) assisting academic staff in the preparation and running of practical classes and in laboratory and field research;
 - (ii) assisting students during practical classes in providing explanations on experiments and demonstrating the use of equipment to ensure its smooth running;
 - (iii) calibrating and running/operating laboratory equipment, including sophisticated ones for research and practical classes;
 - (iv) providing technical assistance to students including postgraduate students; and
 - (v) implementing maintenance plans and performing minor repairs on equipment;
2. To supervise subordinates.
3. To be involved in field work which include providing technical assistance to students for on-site activities.
4. To prepare lists of equipment/recurrent items to be ordered.
5. To collaborate with the Senior Laboratory Officer in:
 - (i) analysing bidding documents.
 - (ii) ensuring that the records and inventory of equipment and recurrent items are properly kept; and
 - (iii) disposing wastes and obsolete equipment.
6. To ensure safety in laboratory including the proper handling of dangerous and bio hazardous materials.
7. To use ICT in the performance of his duties.
8. 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 Laboratory Officers in the roles ascribed to them.

4. ASSISTANT SYSTEMS ANALYST/PROGRAMMER

SALARY SCALE: Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200
(UOM 43)

QUALIFICATIONS: A Diploma in Computer Science or any other acceptable alternative qualifications.
Preference will be given to candidates having at least two years post Diploma experience in the following:

- Object oriented programming techniques;
- DOT NET/Visual Basic/ASP/PHP;
- Reporting tools like Crystal Report;
- Database management tools like MS Access, MS SQL Server or

MYSQL

Candidates should also possess

- Strong interpersonal skills;
- Good verbal and written communication skills;
- Good track record for problem solving and a sound analytical ability.

DUTIES:

Under general supervision to:

1. participate in all stages of Software Development Life Cycle;
2. code, test and implement new software applications;
3. maintain existing software applications;
4. write quality documentation and user manual for software developed;
5. provide training and support to end-users;
6. perform other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Assistant Systems Analyst/Programmers in the roles ascribed to them.

5. TECHNICAL ASSISTANT/SENIOR TECHNICAL ASSISTANT

SALARY SCALE: Rs 17305 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 - 21475
(UOM 27) x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 -
35650 x 900 – 37450 x 950 – 40300

QUALIFICATIONS: A(a) A Cambridge School Certificate with credit in at least five subjects including English Language, French and Biology or Chemistry or Physics obtained at not more than two sittings.

or

(b) Passes not below Grade C in at least five subjects including English Language, French and Biology or Chemistry or Physics obtained at not more than two sittings at the General Certificate of Education "Ordinary Level" provided that one of the sittings, passes have been obtained 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 University of Mauritius.

or

Note:

Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at "Principal Level" and one subject at "Subsidiary Level" as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations.

B. A Cambridge Higher School Certificate with passes at Principal Level in at least two subjects including Biology **or** Chemistry **or** Physics obtained on one certificate.

or

Passes in at least two subjects including Biology **or** Chemistry **or** Physics obtained on one certificate at the General Certificate of Education "Advanced level".

or

An equivalent qualification acceptable to the University of Mauritius.

(Qualification at A above should have been obtained prior to qualification at B above)

C. A Certificate in IT from a recognised institution.

DUTIES:

1. To assist in the collection, preparation and preservation of materials for teaching and for research.
2. To assist in assembly of equipment.
3. To assist in maintenance of equipment.
4. To clean, oil and grease machinery and equipment under supervision.
5. To tidy laboratories, workshops and stores.
6. To operate, as required, technical equipment under supervision.
7. To carry materials required in teaching and/or research from one area of operation to another.
8. To open, unpack, repack, and place in stores/laboratory/workshop packages containing equipment etc.
9. To assist in work related to research, teaching and projects by staff and students as applicable.
10. To assist in practical classes and demonstrations, etc.
11. To assist in the installation, maintenance and repair works as required in the laboratory, workshop or other site of work.
12. To assist in the inventory of assets.
13. To use ICT in the performance of his duties.
14. To perform other duties directly related to the main duties listed above or related to the delivery of the output and results expected from Technical Assistants/Senior Technical Assistants in the roles ascribed to them.

6. CLERK

SALARY SCALE: Rs 16785 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 - 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 34825
(UOM 19)

QUALIFICATIONS:

1. A Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts or passes not below Grade C in at least five subjects including English Language, French and Mathematics or Principles of Accounts at the General Certificate of Education “Ordinary Level”, and
2. the General Certificate of Education with passes at ‘A’ Level in at least two subjects or an equivalent qualification acceptable to the University of Mauritius.

Note:

Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at “Principal Level” and one subject at “Subsidiary Level” as well as the General Paper obtained on one Certificate at the Cambridge Higher School Certificate Examinations.

DUTIES:

1. Preparation and scrutiny of simple documents, records etc.
2. Simple registry and establishment work.
3. To draft replies to correspondence and responsible for handling and disposal of ordinary correspondence, filing and routine work.
4. To assist in the collection, compilation and processing of data generally.
5. To perform other cognate duties as may be assigned from time to time, including work of a financial nature.
6. To perform cashier duties as and when required.
7. To perform other duties directly related to the main duties listed above or related to the delivery of the output and results expected from Clerks in the roles ascribed to them.

7. CLERK/WORD PROCESSING OPERATOR

SALARY SCALE: Rs 16785 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 - 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 34825
(UOM 19)

QUALIFICATIONS:

A (a) A Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings

OR

(b) Passes not below Grade C in at least five subjects including English Language, French and Mathematics or Principles of

Accounts obtained at not more than two sittings at the General Certificate of Education "Ordinary Level" provided that at one of the sittings, passes have been obtained 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.

Note

Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at "Principal Level" and one subject at "Subsidiary Level" as well as the General Paper obtained on one Certificate at the Cambridge Higher School Certificate Examinations.

- B. A Cambridge Higher School Certificate or Passes in at least two subjects obtained in one certificate at the General Certificate of Education 'Advanced Level'.

OR

Equivalent qualifications to A and B above acceptable to the University.

- C. A Certificate in Typewriting or keyboarding with a speed of at least 25 words a minute from a recognised institution.
- D. A certificate in Word Processing from a recognised institution.
- E. Good communication and interpersonal skills.

Qualification at A above should have been obtained prior to qualification at B above.

Note 1

Candidates not possessing qualification at 3 above will also be considered provided they can type/operate a keyboard efficiently at a speed of at least 25 words a minute. They will be required to undergo a test as arranged by the University of Mauritius.

Note 2

Candidates not possessing qualification at 4 above will also be considered provided they can operate a computer and make use of word processing and data processing packages. They will be required to undergo a test as arranged by the University of Mauritius.

DUTIES:

To perform clerical and word processing duties including, *inter alia*:

1. the preparation, scrutiny and processing of straightforward documents, records, etc;
2. typing and collating a variety of general office correspondence and documents;
3. maintaining files of correspondence, forms, reports and other materials;

4. receiving, sorting and processing mail and preparing material for mailing;
5. photocopying reports and other documents and operating standard office machines such as telefax machines/ scanner;
6. carrying out word processing and data entry and updating information in a computer system;
7. carrying out registry, simple finance, human resource and procurement and supply work, under supervision;
8. assisting in administrative duties and providing general support to operational services;
9. drafting replies to simple correspondence;
10. operating email services and carrying out secretarial duties, as and when required;
11. filing of documents.
12. 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 Clerks/Word Processing Operators in the roles ascribed to them.

8. GENERAL WORKER

SALARY SCALE: **Rs 10250 x 175 - 10775 x 200 - 11775 x 205 - 12595 x 230 - 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21150**

(UOM 1)

QUALIFICATIONS: Candidates should possess a Certificate of Primary Education or any equivalent qualification.

DUTIES:

1. To perform unskilled manual work.
2. To effect general cleaning works to office/site buildings and premises, vehicles and plants.
3. To remove, carry and stack materials/equipment.
4. To dispose waste materials.
5. To carry out all tasks involved in seed production and fodder plantations.
6. To prepare beds for sowing seeds and for transplantation of seedlings
7. To carry out potting, grafting, layering and other propagation activities.
8. To carry out spraying of plants.
9. To carry out trimming of hedges, mowing, pruning and scything of plants.

- 10.To perform general nursery work.
- 11.To assist in sales and delivery of plants.
- 12.To answer telephone calls, transmit messages and carry out messengerial duties, as and when required.
- 13.To assist Handy Worker/Tradesmen and Nursery Attendant/ Gardeners in the performance of their duties.
- 14.To perform other duties directly related to the main duties listed above or related to the delivery of the output and results expected from General Workers in the roles ascribed to them.

Note

General Workers may work at staggered hours, as and when required.

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.

CLOSING DATE

The closing date for submission of the online application and all relevant documents/certificates is **Wednesday 27 April 2022 at latest**.

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.

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

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.

***ACTING DIRECTOR OF HUMAN RESOURCES
UNIVERSITY OF MAURITIUS
06 April 2022***
