



UNIVERSITY OF MAURITIUS

VACANCY - PART-TIME LECTURER

The University of Mauritius (UoM), as an Equal Opportunity Employer, is inviting applications from suitably qualified candidates for appointment as **Part-Time Lecturer** in the field of **Literature** to service 40 hours of the Level 2 LCCS module, **FREN 2023Y(3) LITTÉRATURES DES ÎLES CRÉOLES : MOTIFS ET THÈMES RÉCURRENTS** of the BA French & Creole Studies programme.

Information on the Programmes of Studies/Modules currently on offer is available at the following link: <http://www.uom.ac.mu/ProspectiveStudents/Undergrad/index.html>

For additional information, interested candidates may contact the Dean of Faculty of Social Sciences and Humanities.

QUALIFICATIONS REQUIRED

Applicants should hold a degree and a Master's Degree in the field of Literature or any other relevant field from a recognized institution.

In scarcity areas or in cases where the University faces difficulties to recruit Part-Time Lecturers, the recruitment of candidates possessing an Honors Degree in the specified field along with at least five years post-qualification work experience may be considered.

DUTIES OF PART-TIME LECTURERS

- (i) To lecture, conduct tutorials, design syllabi and prepare written material for class use (such as lecture notes, case studies or online resources);
- (ii) To submit Module Catalogue at the beginning of the semester to all students and the Programme Coordinators;
- (iii) To ensure that Learning Outcomes have been covered;
- (iv) For virtual/online lectures, you should submit a record of classes held every fortnight to the Programme Coordinator/s with a copy sent to the Senior Executive Assistant (SEA) of the faculty as follows:-
 - the link sent to students when the class was scheduled and
 - the attendance sheet (e.g. screenshot of the attendees or excel sheet where students have signed in);
- (v) To set examination papers (main session or any other sessions), and hold Continuous Assessment;
- (vi) To insert marks through the Intranet Mark Posting System (IMPS) or the Horizon Platform accessible at <https://misnet.uom.ac.mu/Horizon> in the Module Monitoring Report (MMR);
- (vii) To ensure that all marks as per the Performance Sheet have been correctly entered on the system by checking from source, i.e. the examination scripts;
- (viii) To certify, by signing the Performance Sheet as examiner that ALL scripts have been marked and the marks have been correctly entered accordingly on the SIS for ALL students;
- (ix) To attend Board of Examiners and generally adhere to the norms followed by full-time academic staff. Exceptionally you may be requested to attend Board of Studies;

- (x) To abide by the General Rules and Regulations of the University of Mauritius regarding policies on moderation of examination papers and marks, marking assessment criteria, etc.;
- (xi) To perform other duties directly related to the main duties listed above or related to the delivery of the output and results expected from you.

REPORTING LINE

Dean of Faculty
Thro' Head of Department
Thro' Programme Coordinator

Note: The Part-Time Lecturer will be eligible for a maximum workload of 120 contact hours under LCCS per academic year. In the event the Part-Time Lecturer has accepted teaching assignments from different Faculties/Centres, s/he should inform the respective Programme Coordinators and Deans of Faculty/Directors of Centres.

REMUNERATION

The Part-Time Lecturer fee is payable on the basis of the level of the programme serviced and will be at the rate of Rs800/- per contact hour.

MODE OF APPLICATION

Interested candidates who wish to be considered for appointment as Part-Time Lecturer are required to submit online applications in the above mentioned field under the specific module, **FREN 2023Y(3) LITTÉRATURES DES ÎLES CRÉOLES : MOTIFS ET THÈMES RÉCURRENTS** at <https://online.uom.ac.mu/parttime>

Disabled persons having the required qualifications are encouraged to apply. Applicants are invited to note that the Online Part-time Lecturer Application System (OPAS) will remain open throughout the year.

The closing date for submission of online applications is **Tuesday 05th April 2022**.

Note: Applications submitted after the closing date will be kept in the University's database to be considered for future vacancies.

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.

The University reserves the right:

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

DEAN, FACULTY OF SOCIAL SCIENCES AND HUMANITIES

21 March 2022