



# 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 **Translation Studies** to service 30 hours of the Level 1 LCCS module, “**TRAD 1201(1) LA TRADUCTION: APPROCHE MÉTHODOLOGIQUE**”, on the BA (Hons) French with Translation 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 Translation Studies 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, **TRAD 1201(1) LA TRADUCTION: APPROCHE MÉTHODOLOGIQUE** 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 05<sup>th</sup> 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