

UNIVERSITY OF MAURITIUS

VACANCY

Applications are invited from suitably qualified local candidates for the post of **Project Assistant (Full-Time)**, to work for the “**MD programme of the University of Mauritius**”.

Qualifications Required

- Any undergraduate degree.

Profile of candidates

- Excellent communication skills.
- Excellent organizational skills.
- Excellent problem-solving skills.
- Excellent leadership skills.
- Excellent teamwork skills.
- Excellent time management skills.
- Excellent record-keeping skills.
- Strong computing skills with good knowledge in MS Word, MS Excel and MS PowerPoint.

Responsibilities & Duties

- Provide assistance and report to the Master of Medicine Programme Coordinator in administrative tasks required for the overall coordination of the Master of Medicine Programme.
- Provide assistance and report to the Bachelor of Medicine Programme Coordinator in administrative tasks required for the overall coordination of the Bachelor of Medicine Programme.
- Take notes of meetings of “Master of Medicine Clinical Curriculum Committee” chaired by the Master of Medicine Programme Coordinator, and put in place record keeping.
- Take notes of meetings of “Bachelor of Medicine Clinical Curriculum Committee” chaired by the Bachelor of Medicine Programme Coordinator, and put in place record keeping.
- Help in timely organization of time-tables for clinical rotations, structured teaching and formative assessments in the different LCE units in Year 4 and Year 5.
- Help in timely organization of time-tables of internship rotations for MD year 6 students.
- Help in timely organization of time-tables in MD Year 1, Year 2 and Year 3 programmes
- Facilitate timely printing and distribution of booklets to students and resource persons in structured teaching organised in the different Block Modules and LCE units.
- Provide assistance for optimal communication between MD students, LCE coordinators, and resource persons involved in delivery of LCE Units, as well as between LCE Unit or TD Coordinators and the Master of Medicine Programme Coordinator.
- Provide assistance for optimal communication between MD students and resource persons in delivery of Block Modules of the MD Year 1, Year 2, Year 3 and Year 4 programmes.
- Prepare requests for payment to resource persons involved in the delivery of LCE or TD Units in the Master of Medicine Programme (lecturers, tutors in case-based learning, clinical tutors in the ward, LCE Unit coordinators, RHD or his/her representative at A.G Jeetoo Hospital/specialized hospitals).
- Complete any other cognate duties as may be assigned by the Master of Medicine Programme Coordinator or the Bachelor of Medicine Coordinator or Head of Department.
- Monitor the activities and milestones of the project.
- Organise workshops as per the approved protocol.

- Collect and analyse data
- Prepare and write reports related to the project
- Other ad hoc responsibilities relevant to the project.

Remuneration

A monthly all-inclusive allowance of Rs 26,675/-, plus travelling expenses by bus.

Duration of Contract

- One year renewable
- Can be terminated within 1 month notice.

Mode of Application

Application letter by email with detailed *Curriculum Vitae*, photocopies of qualifications, equivalence of qualifications (where applicable), birth certificate, testimonials and contact details of two referees, should be sent to **the Dean of the Faculty of Medicine and Health Sciences (Attention: Dr Smita Goorah), University of Mauritius, Réduit** [deanfmhs@uom.ac.mu] by **16:00 hrs, 18 February 2022, at latest.**

Your email should also be copied to the Head of Department of Medicine [hodfmhs_med@uom.ac.mu] and to the Master of Medicine Coordinator [g.chinien@uom.ac.mu].

Applications received after the closing date will not be considered.

The University reserves the right:

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

Dean

Faculty of Medicine and Health Sciences