MAURITIUS PUBLIC SERVICE
PUBLIC ADVERTISEMENT NO.14 OF 2014

Vacancy for the Post of Project Officer
Ministry of Tertiary Education, Science, Research and Technology

Applications are invited from qualified candidates who wish to be considered for appointment as Project Officer in the Ministry of Tertiary Education, Science, Research and Technology.

II. AGE LIMIT

Candidates, unless already in the Service, should not have reached their 40th birthday by the closing date for the submission of applications.

III. QUALIFICATIONS

1. Candidates should possess –
   
   A. a degree or joint degree in Marketing or Economics or Management or Business Studies from a recognised institution; and
   
   B. a Master's Degree in Project Management from a recognised institution.

   **OR**

   Equivalent qualifications to A and B above acceptable to the Public Service Commission.

2. Candidates should -
   
   (i) possess good leadership, communication and interpersonal skills;
   
   (ii) possess good analytical skills and have the ability to think proactively;
   
   (iii) have knowledge in national and international tertiary education norms and standards;
   
   (iv) have experience in quality audit; and
   
   (v) be computer literate.

**NOTE**

1. Candidates should produce written evidence of experience/knowledge claimed.

2. The onus for the submission of equivalence of qualification (if applicable) from the relevant authorities rests on the candidates.

3. The Commission reserves the right to convene only the best qualified candidates for interview.
IV. DUTIES AND SALARY

1. To conduct research on the potential for recruitment of students from other countries, including market research.
2. To design and implement appropriate tools for marketing the activities of the Study Mauritius Office.
3. To provide support for the preparation of policy and strategy documents with a view to promoting Mauritius as a foreign destination for higher education.
4. To establish a database of foreign students studying in Mauritius.
5. To conduct annual reviews of seats available for foreign students.
6. To provide advice and guidance to foreign students wishing to study in Mauritius.
7. To prepare communication strategy to promote Mauritius as a study destination.
8. To carry out marketing and promotion activities for the recruitment of foreign students.
9. To set up and be in charge of a Documentation/Information unit to provide all relevant information to students.
10. To assist in the organisation of conferences, seminars, workshops on Mauritian higher education.
11. To act as link between the Ministry and Tertiary Education Institutions.
12. To prepare inputs for the Ministry’s website as well as newsletters, e-journals, documentaries, video clips and publicity materials destined to students.
13. To assist in strategic planning and decision making.
14. To establish, monitor, evaluate rules and update procedures for customer service excellence.
15. To use ICT in the performance of his duties.
16. 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 the Project Officer in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 23,675 x 750 – 29,675 x 900 – 34,175 x 1,200 – 37,775 x 1,500 – 52,775 a month. However, for the year 2014, the incumbent would draw salary at the discounted rate of Rs 23,380 in accordance with the Master Conversion Table of the Errors, Omissions and Anomalies Committee Report 2013.
V. MODE OF APPLICATION

1. Qualified candidates should submit their application on PSC Form 7 which may be obtained either from the Enquiry Counter of the Ministry of Civil Service and Administrative Reforms, Ground Floor, Emmanuel Anquetil Building, Port Louis or from the Enquiry Counter of the Public Service Commission, 7, Louis Pasteur Street, Forest Side or from the Chief Commissioner’s Office, Port Mathurin, Rodrigues or from the offices of the Mauritius High Commission/Embassies overseas.

2. Candidates already in the service should submit their application in duplicate, the original to be sent directly to the Secretary, Public Service Commission and the duplicate through their respective Supervising/Responsible Officers.

3. This advertisement together with the application form (PSC Form 7) are available on the website of the Public Service Commission at http://psc.gov.mu

4. On-line application can also be submitted through the government web portal at http://www.gov.mu

5. Acknowledgement of applications will be made as far as possible by e-mail. Candidates are therefore encouraged to submit their e-mail address.

6. Candidates are advised to read carefully the “NOTES AND INSTRUCTIONS TO CANDIDATES” before filling in the application form. Care should be taken to fill in the application form correctly. Incomplete, inadequate or inaccurate filling of the application form may entail elimination of the applicant.

VI. CLOSING DATE

Applications should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side, not later than 3.00 p.m. on Tuesday 18 March 2014.

Date: 26 February 2014

Public Service Commission, 7, Louis Pasteur Street, FOREST SIDE.