

## Post 2: Director (Multimedia and ICT Services)

- Age Limit:** Candidates, unless already in the Service, should not have reached their **50<sup>th</sup> birthday** by the closing date for the submission of applications.
- Mode of Employment:** On a full-time contractual basis for one year in the first instance, with the possibility of renewal for another period of one year at the end of the contract, and subject to satisfactory performance. After the contractual employment of two years and subject to satisfactory performance, consideration may be given for appointment on the Permanent and Pensionable Establishment of the Open University of Mauritius.
- The contract may be terminated, by either party, by giving a minimum of one month's written notice or by paying one month's salary in lieu of notice.
- Flat Salary:** Rs 68,000 per month.  
*(The permanent and pensionable establishment post carries salary in the scale Rs 68000 x 1800 – 69800 x 2000 – 75800 x 2150 – 82250 x 3000 – 88250 x 3125 – 97625)*
- Qualifications:**
- A. A Degree in Educational Technologies or Information Science or Computer Science or ICT or Multimedia or Mass Communication or in a related field from a recognised institution; and
  - B. A Master's degree in IT or a related field from a recognised institution.
- OR**
- Equivalent qualifications to (A) and (B) above acceptable to the Board.
- C. Candidates should also -
    - (i) reckon at least ten years' post undergraduate degree experience in the field of ICT;
    - (ii) possess effective leadership and managerial skills;
    - (iii) possess good interpersonal and communication skills; and
    - (iv) be proactive and have the ability to work under pressure.
- Candidates should produce written evidence of experience/knowledge claimed.
- Roles and Responsibilities:** To be the Head of the Multimedia and ICT Division and be responsible for the good order, transparent operation and efficiency of the Division to facilitate teaching, learning at all levels and understanding of ODL systems in accordance with the policies and procedures of the Open University of Mauritius.
- Duties:**
1. To plan, guide, lead and monitor all the activities of the Multimedia and ICT Services Divisions.
  2. To provide leadership to the staff in the effective use of broadcast media for education and training purposes.
  3. To design, develop and maintain all ICT requirements of the University.

4. To design, develop and maintain the online learning platform and resources.
5. To ensure that tutors, learners and other authorised persons have access to all course materials and resources on time.
6. To develop and apply innovative technologies in education and training.
7. To oversee the production of audio-video materials and multi-media component of approved courses and programmes.
8. To design systems and processes for on-line presence of the University and online delivery of courses and programmes through suitable technology.
9. To oversee the production and delivery of the printed learning resources to the learners.
10. To ensure that IT support is provided to all functions of the University by maintaining the computers and network systems.
11. To prepare short-term and long-term strategic plans for the Division.
12. To prepare strategic plans for the application of innovative learning technologies in ODL in accordance with the Open University of Mauritius objectives and policies.
13. To establish linkages with other national and international agencies to use open technology resources.
14. To work in collaboration with academic staff in the design and production of audio-visual materials and to maintain and sustain a network of professionals in multimedia.
15. To create framework and effective implementation strategy for the optimum use of professional staff for the development of multimedia, broadcast and online learning materials.
16. To develop realistic, relevant, achievable plans and maintain time schedules.
17. To develop, design and maintain the University's website.
18. To use ICT in the performance of his duties.
19. To perform such other duties as may be specified in the statutes or the Regulations or may be required from time to time by the Board or the Director-General.
20. 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 Director (Multimedia and ICT Services) in the roles ascribed to him.

### **Note**

In case of a force majeure/public emergency, Director (Multimedia and ICT Services) is required to be available to provide his services to ensure business continuity either through work from home, remote working, working online or work performed through any other IT system.

- Benefits:**
- ▶ Leave, Passage, Travelling and Car Benefits, subject to eligibility, in accordance with the 2021 PRB Report.
  - ▶ Gratuity equivalent to two months' salary on completion of 12 months' satisfactory service to contract officer as per 2021 PRB Report.