

Post 3: Examinations Officer

Age Limit: Candidates, unless already in the Service, should not have reached their **50th 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. However, consideration may be given for appointment on the Permanent and Pensionable Establishment of the Open University of Mauritius after completing 18 months of contractual service and subject to satisfactory performance.

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 27,400 per month.
(The permanent and pensionable establishment post carries salary in the scale Rs 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700)

- Qualifications:**
- A. A degree from a recognised institution or an equivalent qualification acceptable to the Board; and
 - B. Candidates should –
 - (i) reckon at least three years' post-qualification experience in a substantive post in a tertiary education institution;
 - (ii) be well versed in the planning and conduct of examinations in a tertiary education institution;
 - (iii) have good interpersonal and communication skills;
 - (iv) be proactive and have the ability to work under pressure; and
 - (v) be computer literate.

Candidates should produce written evidence of experience/knowledge claimed.

- Duties:**
1. To be responsible for the administration and organisation of all examinations at the University.
 2. To prepare examination time-table.
 3. To ensure high quality standards in the conduct of examinations.
 4. To develop student record system for examinations and assessment purposes.
 5. To develop procedures and supervise operations of the examinations.
 6. To maintain records of all marks and results for submission to the Board of Examiners.

7. To organise the issue of results, transcripts and certificates.
8. To be responsible for the security measures for the whole processes of the examinations and certification and to ensure confidentiality.
9. To liaise with External Examiners, the Deans of the Faculty and other officers on matters pertaining to examinations.
10. To assist in the organisation of the graduation ceremony.
11. To act as Secretary in relevant committees, as and when required, and to ensure proper follow-up action on decisions taken.
12. To use ICT in the performance of his duties.
13. 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 Examinations Officer in the roles ascribed to him.

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.