

OPEN UNIVERSITY OF MAURITIUS

Réduit, Mauritius-Tel: 4038200/Fax: 4648854

Website: <http://www.open.ac.mu>

VACANCY

ENLISTMENT AS RESEARCH ASSISTANT

Applications are invited from suitably qualified candidates who wish to be enlisted as **Research Assistant** in the Finance Division of the Open University of Mauritius **on a full-time contractual basis** for a period of **one year**.

Division : Research Assistant for FINANCE DIVISION

Profile: Candidates must have:

- i. at least a Degree from a recognized University in any of the following fields: either Business Administration or Finance or any other related field;
- ii. good research, analytical, communication and writing skills; and
- iii. good IT skills.

Responsibilities & Duties:

The Research Assistant in the Finance Division will be expected to:

- collect, analyse and prepare reconciliation report on debtors of course;
- prepare letters and reminders to learners for timely recovery of outstanding fees;
- write progress report on fees collection and outstanding amount;
- liaise with learners for additional information/query on fees outstanding; and
- prepare financial clearance for graduants prior to issue of certificate.

Remuneration: A monthly all-inclusive stipend of Rs 19,575/-.

Mode of application and closing date:

Applications should be made on the prescribed form to be downloaded from the website of the Open University of Mauritius on <https://www.open.ac.mu>. The duly filled and signed application form together with a detailed Curriculum Vitae and photocopies of required certificates, birth certificate, marriage certificate (if applicable), testimonials certifying the years of relevant work/research experience and equivalence of qualifications (where applicable), should be sent by registered post to the Director-General, Open University of Mauritius, Réduit **not later than Monday 26 February 2024 at 03.30 p.m.**

The post of Research Assistant Finance Division should be clearly marked on the top left-hand corner of the envelope.

Failure to do so may entail your elimination from the competition.

Applications received after the closing date will not be considered.

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

Non-submission of photocopies of certificates may entail disqualification of candidates.

It is an offence to give false information or to conceal any relevant information. This may lead to an application being rejected or if a candidate has already been appointed, to the termination of the contract.

The Open University reserves the right to call for interview only the best qualified applicants and not to:

- (i) make any appointment as a result of this advertisement;
- (ii) give any reason whatsoever for its decision; and
- (iii) contact any applicant in case his/her application is considered unsuccessful.

Date: 15 February 2024