



VACANCIES

The University of Mauritius, as an equal opportunity employer, is inviting applications from suitably qualified candidates for the posts of:

1. **Laboratory Officer, in the field of:**
 - (i) **Multimedia or related field**
 - (ii) **Civil Engineering**
 - (iii) **Health Sciences**
 - (iv) **Marine Science**
2. **Administrative Officer**
3. **Marketing and Development Officer**
4. **Public Relations and Communication Officer**
5. **Assistant IT Analyst/Programmer**
6. **Sports Officer/Senior Sports Officer**
7. **Nursing Officer (on contract basis)**
8. **Technical Assistant/Senior Technical Assistant**
9. **Clerk**
10. **Clerk/Word Processing Operator**

Note:

1. For posts 1 to 6 and 8 to 10:
Candidates should have reached their 18th birthday and unless already in Public Sector (Civil Service, Parastatal and other Statutory Bodies/Approved Service, Government Service) should **not** have reached their 45th birthday by the closing date for the submission of applications.
2. Appointment will be in a substantive capacity with a probationary period of one year, except for post 7, where appointment will be on a contract basis for a period of one year.

1. **LABORATORY OFFICER, in the field of:**

1. **Multimedia or related field**
2. **Civil Engineering**
3. **Health Sciences**
4. **Marine Science**

SALARY SCALE: Rs 38215 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 QB 69800 x 1900 - 75500 x 2250 - 77750
(UOM 47)

QUALIFICATIONS: A Degree in the relevant science field from a recognised institution or an equivalent qualification acceptable to the University.

DUTIES:

1. To perform under the general supervision of the Senior Laboratory Officer, the following duties:
 - (i) assisting academic staff in the preparation and running of practical classes and in laboratory and field research;
 - (ii) assisting students during practical classes in providing explanations on experiments and demonstrating the use of equipment to ensure its smooth running;
 - (iii) calibrating and running/operating laboratory equipment,

- including sophisticated ones for research and practical classes;
 - (iv) providing technical assistance to students including postgraduate students; and
 - (v) implementing maintenance plans and performing minor repairs on equipment.
2. To supervise subordinates.
 3. To be involved in field work which include providing technical assistance to students for on-site activities.
 4. To prepare lists of equipment/recurrent items to be ordered.
 5. To collaborate with the Senior Laboratory Officer in:-
 - (i) analysing bidding documents.
 - (ii) ensuring that the records and inventory of equipment and recurrent items are properly kept; and
 - (iii) disposing wastes and obsolete equipment.
 6. To ensure safety in laboratory including the proper handling of dangerous and bio hazardous materials.
 7. To use ICT in the performance of his duties.
 8. 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 Laboratory Officers in the roles ascribed to them.

Note for field 4:

"For the field of marine science, candidates should also have snorkeling experience and possess SCUBA diving qualifications from a recognised professional body."

2. ADMINISTRATIVE OFFICER

SALARY SCALE: **Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**

(UOM 46)

QUALIFICATIONS:

1. A degree from a recognised institution or an equivalent qualification acceptable to the Council of the University of Mauritius.
2. Candidates should:
 - (i) be proactive and be able to meet tight deadlines;
 - (ii) have good interpersonal and communication skills;
 - (iii) possess good analytical and problem-solving skills;
 - (iv) have the potential and ability to command and lead others, and to promote team work;
 - (v) be versatile and have the ability to adapt to different work situations;
 - (vi) possess supervisory skills;
 - (vii) be computer literate.

Candidates should produce written evidence of experience/knowledge claimed.

NOTE

Candidates may be required to take part in a written examination conducted by the University of Mauritius designed to assess their potential and aptitude for administrative work and their ability for problem-solving.

DUTIES:

1. The Administrative Officer is responsible to the Deans of Faculty/Heads of Sections where he is periodically posted.
2. To assist in the implementation of administrative decisions including administration of Admission and Registration of students.
3. To represent the University/act as Secretary in internal and external meetings.
4. To assume administrative responsibilities comprising the custody and security of the University records/documents, maintenance and security of building and equipment.
5. To serve as Secretary to the Board of Faculty.
6. To attend and act as a Representative of the Head of Section in statutory and other committees.
7. To supervise subordinate staff.
8. To assist in the preparation of materials for official publications of the University.
9. To be responsible for planning, organising and coordinating all University events.
10. To assist in working out budget proposals and administration of budget.
11. To use ICT in the performance of his duties.
12. To perform other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Administrative Officer in the roles ascribed to him.

3. MARKETING AND DEVELOPMENT OFFICER

SALARY SCALE: **Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**
(UOM 46)

QUALIFICATIONS:

- A degree in Marketing or an equivalent qualification acceptable to the University of Mauritius Council.
- At least two years' post-qualification experience in marketing.
- A sound knowledge of Digital Marketing Techniques.
- Candidates should possess:
 - i. Excellent interpersonal and communication skills;
 - ii. The ability to pitch ideas/data and present accurately;
 - iii. Strong IT skills;

- iv. Commercial awareness and thorough understanding of social media and Web analytics;
- v. The ability to think creatively;
- vi. Be customer-focused;
- vii. Excellent organisational and planning skills.

DUTIES:

1. To devise marketing strategies and carry out regular marketing communications to enhance and promote the brand name and image of the University.
2. To be responsible for the design and publication for all UoM adverts in newspapers and online including social media, in consultation with relevant offices.
3. To prepare in consultation with Officers of other Units/Departments and supervise the production of high quality marketing materials (brochures, flyers, promotional videos, photographs, multimedia materials, amongst others).
4. To organise event photography and maintain a database of UoM Photographs.
5. To carry out market research and identify opportunities for industry linkages.
6. To identify and build relationship with new clients for commercialization of University products and consultancy services.
7. To participate in recruitment and marketing events to enhance UoM's visibility and to attract local/international students and evaluate the events' success.
8. To carry out information/awareness campaigns about UoM Programmes (Secondary Schools, Job fairs and others).
9. To carry out customer service awareness sessions for front end staff.
10. To advise and implement actions to improve customer satisfaction.
11. To liaise with service providers.
12. To perform other duties directly related to the main duties listed above or related to the delivery of the output and results expected from Marketing and Development Officers in the roles ascribed to them.

4. PUBLIC RELATIONS AND COMMUNICATION OFFICER

SALARY SCALE: **Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**

(UOM 46)

- QUALIFICATIONS:**
- A degree in Communication or Media or Journalism or Public Relations or English or French from a recognised institution or other acceptable qualifications.
 - At least four years' experience in Communication or Media or Journalism or Public Relations.
 - A thorough understanding of social media and social media analytics.
 - Candidate should possess:
 - i. Excellent written and verbal communication skills.
 - ii. Excellent interpersonal skills.
 - iii. Ability to organise and handle press conference.
 - iv. The ability to pitch ideas/data and present accurately.
 - v. The ability to prioritise and plan effectively.
 - vi. The ability to think creatively and strategically.
 - vii. Strong ability to pay attention to details.
 - viii. Strong IT skills.

- DUTIES:**
1. To act as the University's spokesperson and direct contact for enquiries from the public, media and related organisations and supervise responses to requests from the media.
 2. To plan, develop and implement PR and Communication Strategies.
 3. To build strong relationships and networks with staff, students, the media and relevant stakeholders.
 4. To provide Public Relations service in accordance with the needs of the University.
 5. To organise and attend promotional events such as press conferences.
 6. To develop and implement internal communication strategies, programmes and activities to ensure accurate and timely communication of news and information within departments.
 7. To contribute to corporate growth and guide management towards opportunities created by changing public attitudes through increased communications with the public generally, as well as with University employees and students.
 8. To foster a climate where the University can assist in serving the Mauritian community and the region.
 9. To contribute to the evaluation of the University's corporate role in the community.
 10. To assist in the organisation of seminars, workshops and conferences.

11. To assist in organising events to welcome foreign students and overseas visitors.
12. To produce digital content for website, e-newsletter and social media platforms.
13. To maintain and update corporate information on the UoM Website.
14. To manage, update information and engage with users on Social Media.
15. To perform other duties directly related to the main duties listed above or related to the delivery of the output and results expected from Public Relations and Communication Officers in the roles ascribed to them.

5. ASSISTANT IT ANALYST/PROGRAMMER

SALARY SCALE: **Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900**

(UOM 42)

QUALIFICATIONS: A Diploma in Computer Science or any other acceptable alternative qualifications.

Preference will be given to candidates having at least two years post Diploma experience in the following:

- Object oriented programming techniques;
- DOT NET/Visual Basic/ASP/PHP;
- Reporting tools like Crystal Report;
- Database management tools like MS Access, MS SQL Server or MYSQL

Candidates should also possess:

- Strong interpersonal skills;
- Good verbal and written communication skills;
- Good track record for problem solving and a sound analytical ability.

DUTIES:

Under general supervision to:

1. participate in all stages of Software Development Life Cycle;
2. code, test and implement new software applications;
3. maintain existing software applications;
4. write quality documentation and user manual for software developed;
5. provide training and support to end-users;
6. perform other duties directly related to the main duties listed above or related to the delivery of the output and results expected from Assistant IT Analysts/Programmers in the roles ascribed to them.

6. SPORTS OFFICER/SENIOR SPORTS OFFICER

SALARY SCALE: Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900

QUALIFICATIONS: Candidates should be holders of a Diploma in Physical Education or Sports from a recognised institution or an alternative acceptable qualification.

DUTIES:

- (a) To promote and coordinate sports activities.
- (b) To promote students' welfare generally.
- (c) To perform other duties directly related to the main duties listed above or related to the delivery of the output and results expected from Sports Officers/Senior Sports Officers in the roles ascribed to them.

7. NURSING OFFICER (*On Contract Basis*)

SALARY SCALE: Rs 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 53400

QUALIFICATIONS:

- 1. General Nursing Certificate issued by the Government of Mauritius or an equivalent qualification acceptable to the Council.
- 2. Be registered as Nursing Officer with the Nursing Council, in accordance with legislation in force in Mauritius.

DUTIES:

- 1. To perform routine nursing duties.
- 2. To perform other duties directly related to the main duties listed above or related to the delivery of the output and results expected from Nursing Officers in the roles ascribed to them.

8. TECHNICAL ASSISTANT/SENIOR TECHNICAL ASSISTANT

SALARY SCALE: Rs 26345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 52300

QUALIFICATIONS: A (a) A Cambridge School Certificate with credit in at least five subjects including English Language, French and Biology or Chemistry or Physics obtained at not more than two sittings.

or

(b) Passes not below Grade C in at least five subjects including English Language, French and Biology or Chemistry or Physics obtained at not more than two sittings at the General Certificate of Education "Ordinary Level" provided that at one of the sittings, passes have been obtained either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject or an equivalent qualification acceptable to the University of Mauritius.

Note:

Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at "Principal Level" and one subject at "Subsidiary Level" as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations.

- B** A Cambridge Higher School Certificate with passes at Principal Level in at least two subjects including Biology **or** Chemistry **or** Physics obtained on one certificate.

or

Passes in at least two subjects including Biology **or** Chemistry **or** Physics obtained on one certificate at the General Certificate of Education "Advanced level".

or

An equivalent qualification acceptable to the University of Mauritius.

(Qualification at A above should have been obtained prior to qualification at B above)

- C** A Certificate in IT from a recognised institution.

DUTIES:

1. To assist in the collection, preparation and preservation of materials for teaching and for research.
2. To assist in assembly of equipment.
3. To assist in maintenance of equipment.
4. To clean, oil and grease machinery and equipment under supervision.
5. To tidy laboratories, workshops and stores.
6. To operate, as required, technical equipment under supervision.
7. To carry materials required in teaching and/or research from one area of operation to another.
8. To open, unpack, repack, and place in stores/laboratory/workshop packages containing equipment etc.
9. To assist in work related to research, teaching and projects by staff and students as applicable.
10. To assist in practical classes and demonstrations, etc.
11. To assist in the installation, maintenance and repair works as required in the laboratory, workshop or other site of work.
12. To assist in the inventory of assets.
13. To use ICT in the performance of his duties.
14. To perform other duties directly related to the main duties listed above or related to the delivery of the output and results expected from Technical Assistants/Senior Technical Assistants in the roles ascribed to them.

9. CLERK

SALARY SCALE: Rs 25745 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 45930
(UOM 20)

QUALIFICATIONS:

1. A Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts or passes not below Grade C in at least five subjects including English Language, French and Mathematics or Principles of Accounts at the General Certificate of Education "Ordinary Level", and
2. the General Certificate of Education with passes at 'A' Level in at least two subjects or an equivalent qualification acceptable to the University of Mauritius.

Note

Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at "Principal Level" and one subject at "Subsidiary Level" as well as the General Paper obtained on one Certificate at the Cambridge Higher School Certificate Examinations.

DUTIES:

1. Preparation and scrutiny of simple documents, records etc.
2. Simple registry and establishment work.
3. To draft replies to correspondence and responsible for handling and disposal of ordinary correspondence, filing and routine work.
4. To assist in the collection, compilation and processing of data generally.
5. To perform other cognate duties as may be assigned from time to time, including work of a financial nature.
6. To perform cashier duties as and when required.
7. To perform other duties directly related to the main duties listed above or related to the delivery of the output and results expected from Clerks in the roles ascribed to them.

10. CLERK/WORD PROCESSING OPERATOR

SALARY SCALE: Rs 25745 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 45930
(UOM 20)

QUALIFICATIONS: A. (a) A Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings

OR

(b) Passes not below Grade C in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings at the General Certificate of Education "Ordinary Level" provided that at one of the sittings, passes have been obtained either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject.

Note

Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at "Principal Level" and one subject at "Subsidiary Level" as well as the General Paper obtained on one Certificate at the Cambridge Higher School Certificate Examinations.

- B. A Cambridge Higher School Certificate or Passes in at least two subjects obtained in one certificate at the General Certificate of Education 'Advanced Level'.

OR

Equivalent qualifications to A and B above acceptable to the University.

- C. A Certificate in Typewriting or keyboarding with a speed of at least 25 words a minute from a recognised institution.
- D. A certificate in Word Processing from a recognised institution.
- E. Good communication and interpersonal skills.

Qualification at A above should have been obtained prior to qualification at B above.

Note 1

Candidates not possessing qualification at C above will also be considered provided they can type/operate a keyboard efficiently at a speed of at least 25 words a minute. They will be required to undergo a test as arranged by the University of Mauritius.

Note 2

Candidates not possessing qualification at D above will also be considered provided they can operate a computer and make use of word processing and data processing packages. They will be required to undergo a test as arranged by the University of Mauritius.

DUTIES:

To perform clerical and word processing duties including, *inter alia*:

1. the preparation, scrutiny and processing of straightforward documents, records, etc;
2. typing and collating a variety of general office correspondence and documents;
3. maintaining files of correspondence, forms, reports and other materials;
4. receiving, sorting and processing mail and preparing material for mailing;
5. photocopying reports and other documents and operating standard office machines such as telefax machines/scanner;
6. carrying out word processing and data entry and updating information in a computer system;
7. carrying out registry, simple finance, human resource and procurement and supply work, under supervision;

8. assisting in administrative duties and providing general support to operational services;
9. drafting replies to simple correspondence;
10. operating email services and carrying out secretarial duties, as and when required;
11. filing of documents.
12. 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 Clerk/Word Processing Operators in the roles ascribed to them.

MODE OF APPLICATION

Applications must be submitted electronically through the University of Mauritius Online Application System which can be accessed on <https://apply.uom.ac.mu/nonacadRecruit>.

Applicants should fill in and submit the application form online and attach the following documents:

- educational certificates;
- birth certificate and marriage certificate (if applicable);
- testimonials of work experience claimed; and
- Equivalence of qualifications (where applicable). **CANDIDATES WHO POSSESS AN EQUIVALENT QUALIFICATION ARE REQUIRED TO SUBMIT AN EQUIVALENCE CERTIFICATE FROM RELEVANT AUTHORITIES, FAILING WHICH THEIR APPLICATION WILL NOT BE CONSIDERED.**

CLOSING DATE

The closing date for submission of the online application and all relevant documents/certificates is **09 October 2026 at latest**.

INCOMPLETE APPLICATIONS AND APPLICATIONS/DOCUMENTS RECEIVED AFTER THE CLOSING DATE WILL NOT BE CONSIDERED. APPLICATIONS SENT BY POST/COURRIER SERVICE/FAX OR EMAIL WILL NOT BE ACCEPTED.

Upon selection for the post, candidates will be required to produce a valid Certificate of Character.

General information on the University of Mauritius is available on the UoM website www.uom.ac.mu

The University of Mauritius is an equal opportunity employer. *Disabled persons having the required qualifications are encouraged to apply.*

The University of Mauritius reserves the right:

- (i) to conduct a written/aptitude test as and when required;
- (ii) to call for interview only the most appropriately and best qualified applicants;
- (iii) not to make any appointment as a result of this advertisement.

**DIRECTOR OF HUMAN RESOURCES
UNIVERSITY OF MAURITIUS
18 September 2026**