

INSTITUTION OF ENGINEERS (MAURITIUS)
ENGINEERING ACCREDITATION BOARD

VACANCY
for the post of Temporary Administrative Officer

Applications are invited from suitably qualified candidates for the post of Accreditation Administrative Officer (Part-Time – equivalent of at least 20 hours per week), to work on the IEM Accreditation Project. The duration of the contract will be from July 2023 to December 2023. The AO will be posted at IEM House, c/r of Remy Ollier & Hitchcock Avenues, Quatre Bornes, and work under the instructions of the EAB Chair and IEM President.

Qualifications Required

At least a Degree from a recognized University, preferably in the field of Engineering. A knowledge of outcome-based education will be an advantage.

Profile

Good computer skills.

Good communication and writing skills including report writing.

Good interpersonal skills and ability to work in a team.

Ability to work under minimum supervision within agreed timelines and to communicate clearly and effectively.

Availability to work outside normal working hours, including occasionally on Saturdays.

Responsibilities & Duties

- a) To attend and service all meetings of the Engineering Accreditation Board (EAB) and its committees, including drafting of notes of meetings.
- b) To write progress reports and other documents, including an Annual Report.
- c) To maintain and update EAB Records and Documentation, including exchange of correspondence.
- d) To maintain an updated Register of Accreditation Evaluators.
- e) To organise and service all workshops and training sessions.
- f) To carry out all administrative duties, including travel arrangements and accommodation bookings for local resource persons travelling overseas and for overseas resource persons coming to Mauritius.

- g) To make all administrative arrangements pertaining to accreditation visits at universities.
- h) To observe the strictest confidentiality in relation to any documentation and information to which he will gain access by virtue of his functions.
- i) Any other cognate duties.

Remuneration

A monthly all-inclusive stipend of Rs 25,000

Mode of Application

Letter of application together with a detailed Curriculum Vitae and scanned copies of qualifications should be sent by email to iem@intnet.mu and copied to ddhondee1@gmail.com by 30th June 2023 at latest. Applications received AFTER the closing date will not be considered.

IEM 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

11 May 2023