

PROPOSED SCHEME OF SERVICE

Organisation: Université des Mascareignes

Post: Internal Auditor

Salary: Rs 28,625 x 775 – 32,500 x 925 – 37,125 x 1225 – 40,800 x 1525 – 49,950 x 1625 – 56,450

Qualifications: A. Candidates should be a member of one of the following bodies –

- (a) The Institute of Chartered Accountants of England and Wales
- (b) The Institute of Chartered Accountants of Scotland
- (c) Institute of Chartered Accountants of Ireland
- (d) The Association of Chartered Certified Accountants
- (e) The Chartered Institute of Management Accountants
- (f) The Chartered Institute of Public Finance and Accountancy

OR

An equivalent professional accountancy qualification acceptable to the Board.

B. Candidates should also –

- (i) reckon at least three years' experience in auditing;
- (ii) possess good problem-solving and analytical skills;
- (iii) possess good interpersonal and communication skills; and
- (iv) be computer literate.

Candidates should produce written evidence of experience/knowledge claimed.

Role and Responsibilities:

To develop an overall audit strategy for the Université des Mascareignes taking into account available resources, knowledge of the University and the work of external auditors.

Duties:

1. To be responsible to the Director-General for –
 - (a) the day-to-day management of the Internal Audit Section;
 - (b) reliability of finance/procurement and supply and other records;
 - (c) control and utilisation of assets;
 - (d) management of Information Systems; and
 - (e) prevention and detection of fraud.

To assess the adequacy and effectiveness of the whole system of internal control and record keeping within the University.

To report regularly to the Director-General, submit all reports to the Audit Committee and prepare all reports related to audit at the University.

4. To liaise with and assist the external auditors.

5. To make recommendations for improvements in procedures and practices and on any shortcomings noted and to follow-up until their implementation.

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6. To review and update the audit approach and procedures, develop and maintain professional standards in line with the requirements of accepted accounting and auditing standards guidelines.
7. To be responsible for the implementation of Performance Management System in the Internal Audit Division.
8. To use ICT in the performance of his duties.
9. 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 Internal Auditor in the roles ascribed to him.



PROPOSED SCHEME OF SERVICE

Organisation: Université des Mascareignes

Post: Public Relations Officer

Salary: **Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**

Qualifications:

A A degree in Journalism or Public Relations or Mass Communication from a recognised institution or an equivalent qualification acceptable to the Board.

B Candidates should –

- (i) reckon at least five years' experience in public relations/communication;
- (ii) be proactive and have the ability to work under pressure;
- (iii) possess good interpersonal and communication skills;
- (iv) possess skills in media handling and journalism; and
- (v) be computer literate.

Candidates should produce written evidence of experience/ knowledge claimed.

Duties:

1. To communicate with a wide range of audience including the general public, potential and existing students and with other institutions.
2. To be responsible for all media matters.
3. To prepare corporate public relations materials.
4. To develop the University's public profile, both locally and nationally.
5. To co-ordinate events and activities related to corporate affairs.
6. To contribute to the evaluation of the University's corporate role in the community.
7. To assist in the organisation of seminars and workshops.
8. To provide assistance in matters pertaining to foreign students and overseas visitors.
9. To use ICT in the performance of his duties.
10. 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 Public Relations Officer in the roles ascribed to him.



PROPOSED SCHEME OF SERVICE

Organisation: Université des Mascareignes

Post: Computer Technician

Salary: Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325

- Qualifications:
- A. A Cambridge Higher School Certificate with a pass at "Principal Level" in Mathematics and Computing obtained on one certificate or Passes in at least two subjects including Mathematics and Computing obtained on one certificate at the General Certificate of Education "Advanced Level".
 - B. A diploma in Information Technology or Computer Science from a recognised institution.

OR

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

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

- C. Candidates should –
- (i) reckon at least two years' practical experience in repairs and maintenance of computers.
 - (ii) possess good organising, interpersonal and communication skills; and
 - (iii) have the ability to work under pressure and in a team.

Candidates should produce written evidence of experience/knowledge claimed.

NOTE

For the first intake, by appointment of Computer Technicians on the permanent and pensionable establishment of the former Institut Supérieur de Technologie or of the former Swami Dayanand Institute of Management in line with Section 38 (4) of the Université des Mascareignes Act 2012.

Duties:

1. To maintain, repair and administer the Computer System including all the related peripherals.
2. To ensure the proper maintenance and repairs of ICT equipment.
3. To provide general technical guidance and support to end-users.
4. To devise appropriate systems of security in relation to hardware and software.
5. To advise on the purchase of spare parts for ICT equipment.
6. To maintain and repair all electronic teaching aids.
7. To liaise with suppliers for repairs and maintenance of ICT equipment.
8. To troubleshoot network problems.
9. 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 Computer Technician in the roles ascribed to him.

