



NOTICE OF VACANCIES

The Université des Mascareignes (UdM) is inviting applications from suitably qualified candidates for the followings posts:

1. Human Resource Manager (reference: HRMO-C)
2. Administrative Officer (Reference: ADMO-C)

For posts as indicated above, the appointment will be on a contractual basis for an initial period of one year.

For the post of Administrative Officer, candidates may be considered for the Permanent and Pensionable Establishment of the UdM after completing the initial period of one year provided they are favourably reported upon.

CONDITIONS & OTHER DETAILS

For more information about the posts and Schemes of Service, candidates are kindly requested to consult the UdM website on www.udm.ac.mu

MODE OF APPLICATION

Applications should be made on the prescribed PDF form to be downloaded from the UdM website www.udm.ac.mu

CLOSING DATE

The PDF prescribed form should be duly typed and mailed as an attachment to registraroffice@udm.ac.mu

- The PDF file should be named as "**Reference – Surname Other names**" where "Reference" represents the **Reference** next to the post advertised above followed by the surname and other names of applicant.
- The *subject* of the mail should be the **filename** of the pdf.

After the submission by mail, candidates must print the application form, sign it and send same by **registered post** together with photocopies of all supporting documents, educational certificates as well as evidence of experience claimed to the 'Ag. Deputy Director General (Admin), Université des Mascareignes, Rose-Hill Campus, Ave de la Concorde, Roches-Brunes' **by 14 00 hours on Thursday 8th December 2022** at latest.

NOTE:

1. Candidates, unless already in the service should not have reached their 45th birthday by the closing date for the submission of applications for the post of Administrative Officer.
2. Candidates who possess an equivalent qualification are requested to submit an Equivalence Certificate from the Higher Education Commission or Mauritius Qualifications Authority as appropriate.
3. The post applied for should be clearly marked on the **top-left corner** of the envelope.
4. Only the best qualified candidates will be called for an interview.
5. Applications not made on the prescribed form or application forms submitted after the specified closing date will not be considered.
6. Incomplete, inadequate or inaccurate filling of the application form and non-submission of photocopies of certificates may entail elimination from the recruitment exercise.
7. The UdM reserves the right not to make any appointment following this advertisement.

10th November 2022