

SCHEME OF SERVICE

Organisation: Université des Mascareignes

Post: Assistant Registrar

Salary: Rs 40300 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800 x 2000 – 75800 x 2150 – 82250

Qualifications: A. A Degree from a recognised institution or an equivalent qualification acceptable to the Board.

B. Candidates should:

- (i) reckon at least five years' post-qualification experience at managerial or administrative post;
- (ii) be proactive and have the ability to work under pressure;
- (iii) possess good interpersonal and communication skills;
- (iv) have good administrative capabilities and possess analytical skills;
and
- (v) be computer literate

Candidates should produce written evidence of experience/knowledge claimed.

- Duties:**
1. To assist the Registrar in the performance of his duties in General Administration, Management/Secretarial, Human Resource, Examinations, Marketing and Public Relations, Admissions and Students Matters, Study Centre and Health and Safety.
 2. To formulate and implement adequate administrative procedures.
 3. To organise functions and events.
 4. To act as Secretary in Committees.
 5. To carry out assignments and projects as instructed.
 6. To assist in the implementation of Performance Management System.
 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 the Assistant Registrar in the roles ascribed to him.