

SCHEME OF SERVICE

Organisation: Université des Mascareignes

Post: Deputy Director-General

Salary: Rs 111685

- Qualifications:**
- A. A Master's degree from a recognised institution or an equivalent qualification acceptable to the Board.
 - B. An earned Doctorate from a recognised institution.
 - C. Candidates should –
 - (i) reckon at least eight years' experience in a senior management position in a higher education sector with relevant research record;
 - (ii) possess strong leadership, managerial, interpersonal and communication skills;
 - (iii) be proactive and have the ability to work under pressure;
 - (iv) possess strong analytical skills and be able to adopt a multi-disciplinary approach to problem-solving; and
 - (v) be computer literate.

Candidates should produce written evidence of experience/knowledge claimed.

Role and Responsibilities: To assist the Director-General in the execution of the policies of the Board, and the implementation of the strategic goals and objectives of the Université des Mascareignes in line with the University's vision and mission.

- Duties:**
- 1. To deputise for the Director-General, as and when required.
 - 2. To assist in –
 - (i) developing the Université des Mascareignes into an institution of excellence in teaching, training, research, development, consultancy and other related services;
 - (ii) the formulation, development and implementation of policies and strategies in line with the vision, mission and objectives of the University;
 - (iii) the conduct of periodic audits and reviews of fiscal and financial records in order to ensure that proper accounting and internal procedures have been developed and followed, including the preparation of contracts, specifications and procurement procedures;
 - (iv) all matters pertaining to teaching, student welfare and quality assurance systems at the University;

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- (v) the proper implementation of research, innovation and inter-disciplinary systems at the University; and
 - (vi) the implementation of the Performance Management System at the University.
3. To participate in the development of new academic programmes in line with the latest trends in tertiary education.
 4. To organise activities of research and assist in the development of research laboratories.
 5. To maintain and promote discipline and assist in the control and efficient management of the University.
 6. To represent the University on national, regional and international fora, as and when required.
 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 Deputy Director-General in the roles ascribed to him.