

## MAURITIUS INSTITUTE OF EDUCATION

**POST** : Lecturer

**SALARY SCALE** : Rs 30950 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950 (MIE 37 – PRB 2016)

### **QUALIFICATIONS:**

- (a) Two 'A' levels **or** an acceptable alternative qualification.
- (b) A relevant degree from a recognized institution **or** an acceptable alternative qualification.

In addition a minimum of **two** years relevant post qualification experience **or** a post-graduate qualification normally obtained after one year of full-time study.

Priority of consideration will be given to candidates with higher, and appropriate, pedagogical qualifications.

### **DUTIES:**

To have responsibilities and to carry out such duties as may be assigned by the Director in:

1. Teacher Education.
2. Professional Studies.
3. Curriculum Reform and Development.
2. Research and other studies.
5. Supervision of students' work and teaching practice.
6. Educational Administration.
7. To use Information and Communication Technology in the performance of their duties.
8. To perform other duties directly related to the main duties as listed above or related to the delivery of the output and results expected from incumbents in the roles ascribed to them according to their posting.

**Note:** *The Lecturer will be expected to work outside normal working hours.*

## MAURITIUS INSTITUTE OF EDUCATION

**POST** : Instructional Designer

**SALARY SCALE** : Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450 (MIE 31 – PRB 2016)

**QUALIFICATIONS** :

- (a) A Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education 'Advanced Level'.
- (b) A degree in Instructional Design or Educational Technology from a recognised institution.

**OR**

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

- (c) Candidates should also:
  - (i) reckon at least two years' post qualification experience in education/teaching practice;
  - (ii) be computer literate;
  - (iii) be able to read and interpret technical and other documents related to the educational field; and
  - (iv) possess good communication skills.

**Note:** *Qualification at A above should have been obtained prior to qualification at B above. However, candidates who, as at 30 June 2003, did not possess the qualification at A above will also be considered provided they hold:*

- (a) a Cambridge School Certificate or Passes obtained on one certificate at the General Certificate of Education "Ordinary Level" either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject or an equivalent qualification acceptable to the Board; and

*(Instructional Designer - contd)*

- (a) a Master's Degree or a postgraduate diploma from a recognised institution in one of the fields at B above or an equivalent qualification acceptable to the Board.

Qualification at (a) under 'Note' should have been obtained prior to qualification at B above and at (b) under 'Note'.

Candidates should produce written evidence of experience/knowledge claimed.

**DUTIES:**

1. To be responsible for designing various types of visual communication in the field of education, for e.g., magazines, posters, journals, corporate identity, text books, labels and signage.
2. To devise appropriate methods for converting fact-to-face learning content into e-learning materials.
3. To ensure proper use and storage of visual/teaching materials and equipment.
4. To supervise the work of Graphic Designers.
5. To give pedagogical help in the preparation of teaching aids, as and when required.
6. To conduct research and evaluation, interpret data and recommend procedures and solutions for effective learning and instructions.
7. To use Information and Communication Technology 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 Instructional Designer in the roles ascribed to him.

**Note:** *The Instructional Designer may be required to work outside normal working hours.*

## MAURITIUS INSTITUTE OF EDUCATION

**POST** : **System Administrator**

**SALARY SCALE** : Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450 (MIE 32 – PRB 2016)

### **QUALIFICATIONS:**

A Degree in Computer Science with experience in systems administration, networking and programming.

### **DUTIES:**

- (a) To be responsible to the Registrar for the administration and maintenance of the Institute Computer Network System.
- (b) To plan, organize and direct the functions of the Information and Communication Technology Unit.
- (c) To assist in the implementation of the Institute ICT strategies.
- (d) To install new softwares and train users.
- (e) To perform any other duties directly related to the main duties listed above or related to the delivery of the output and results expected from System Administrator in the roles ascribed to him/her.

## MAURITIUS INSTITUTE OF EDUCATION

**POST** : **Technician (Audio-Visual)**

**SALARY SCALE** : Rs 19575 x 475 – 21950 x 625- 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350 (MIE 23 – PRB 2016)

### **QUALIFICATIONS:**

- (a) Cambridge School Certificate **or** an acceptable alternative qualification.
- (b) City and Guilds Telecommunication Technicians' Certificate (Parts I, II and III) **or** an acceptable alternative qualification.
- (c) **Two** years practical relevant experience.

### **DUTIES:**

1. To maintain and repair audio-visual equipment such as radio and TV equipment, language laboratory, video and micro-teaching equipment and other electrical and electronics equipment.
2. To carry out audio recordings and prepare master tapes, and to carry out video recording of micro-teaching lessons.
3. To assist lecturers generally in the audio-visual field, and to demonstrate the use of these equipment.
4. To perform other duties directly related to the main duties listed above or related to the delivery of the output and results expected from Technician (Audio-Visual) in the roles ascribed to him/her.