Applications are invited from suitably qualified candidates to work on contract basis as Research Assistant at the MIE for a period of 6 months as from January 2020 for the above project.

Minimum Qualifications:

➢ A relevant Honours Degree in the relevant field; and
➢ Candidates should be well versed in English and French Languages together with good knowledge of Mathematics.

Candidates should:

➢ have experience in conducting interviews, data transcription, data entry and data analysis;
➢ be proficient in both oral and written English language;
➢ have good working knowledge of statistics;
➢ display high level of professional ethics;
➢ be able to execute instructions in a swift and efficient manner; and
➢ be available immediately to start the assignment.

Duties:

The Research Assistant is expected to carry out the following duties:

➢ collect, input and analyse quantitative and qualitative data;
➢ update and maintain database of students and parents;
➢ ensure safe keeping of records pertaining to students, parents and educators;
➢ convene meetings as and when required;
➢ take notes of meetings and make follow-up;
➢ provide administrative and technical supports to the Research Team
➢ assist Lecturers/visitors/programme tutors/coordinators; and
➢ 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 Research Assistant in the roles
ascribed to her/him.

Remuneration: A flat rate of Rs 23,500/= per month plus salary compensation at approved rate
will be paid subject to satisfactory performance. All travelling expenses (to attend official duties
only) will be refunded at bus rate.

Applications should be submitted in two copies on the prescribed form obtainable at the
Reception Desk, Mauritius Institute of Education, Réduit during office hours on weekdays and
can also be downloaded from the MIE website: http://www.mie.ac.mu

Application forms duly completed and supported by photocopies of birth, educational
certificates and all relevant documents should reach the Office of the Director, Mauritius
Institute of Education, Réduit, at latest by Friday 27 December 2019 at 15:00 hours.
Candidates must produce written evidence of any experience claimed.

Late applications will not be considered.

The Mauritius Institute of Education reserves the right:

(i) to interview only the most suitable applicants; and
(ii) not to make any appointment as a result of this advertisement nor to assign any reason
thereof.

Interested candidates are requested to contact the Directorate Office, 7th Floor, MIE Tower,
Réduit for any additional information.

Mauritius Institute of Education
Réduit
Tel: 401 6555
Fax: 454 1037
www.mie.ac.mu
director@mie.ac.mu

Date: 12 December 2019