

AKADEMI KREOL REPIBLIK MORIS (AKRM)
Under the aegis of Ministry of Education, Tertiary Education, Science and Technology

VACANCY: AKRM ADMINISTRATIVE AND RESEARCH OFFICER

Applications are invited from suitably qualified candidates for the post of **AKRM ADMINISTRATIVE AND RESEARCH OFFICER**.

QUALIFICATIONS REQUIRED:

At least a degree in either English or French language or French and Creole Studies
Knowledge of linguistics will be an advantage and a good working knowledge of KRM is essential

PROFILE:

Candidates must have:

- Good knowledge of the Mauritian society and of its sociolinguistic situation;
- Good knowledge of KRM;
- Good writing skills in English, French, and KRM;
- Adequate IT skills;
- Sound understanding of data collection process and principles;
- Research and communication skills and ability to work in team; and
- Knowledge of administrative duties and office management.

RESPONSIBILITIES & DUTIES:

- To type and collate official documents;
- To perform clerical duties using ICT;
- To ensure speedy handling of correspondence;
- To perform word processing in KRM;
- To represent as and when required the AKRM in meetings and maintain records and reports of outcome;
- To maintain and update the AKRM website and social media;
- To carry out research tasks as and when required;
- To conduct preliminary analytical work using ICT;
- To write reports and perform other administrative tasks; and
- 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 him/her according to his/her posting.

The AKRM Administrative and Research Officer may be required to attend meetings outside office hours.

REMUNERATION:

A monthly all-inclusive allowance of Rs23, 500/-

DURATION OF CONTRACT:

Appointment will be offered an initial contractual period of 1 year, renewable if necessary

MODE OF APPLICATION:

Letter of application together with a detailed *Curriculum Vitae* and photocopies of qualifications, birth certificate, marriage certificate (if applicable), testimonials and equivalence of qualifications (where applicable) should reach **the Secretary, Akademi Kreol Repiblik Moris, Ministry of Education, Tertiary Education, Science and Technology, MITD House, Phoenix** OR email address mpmunien@govmu.org **by 13 March 2020, at latest.** The envelope should be clearly marked “**AKRM Ofisie Ladministrasion ek Resers**” on the top right-hand corner. Applications received after the closing date will not be considered.

NOTE:

The AKRM reserves the right:

- To call for interview only the most appropriate and best qualified applicants; and
- Not to make any appointment as a result of this advertisement nor will assign any reason thereof.

Akademi Kreol Repiblik Moris

24 February 2020