



ENLISTMENT OF STAFF FOR DIGITISATION OF PRIMARY CURRICULUM

Applications are invited from Head Masters / Deputy Head Masters / Primary School Educators / ICTSO working in Primary Schools who are interested to extend their services for the digitisation of the Primary Curriculum on:

- (i) a part-time basis; and/or
- (ii) secondment for duty at the MIE.

1. QUALIFICATIONS

A. Candidates should possess:

- (i) A Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education 'Advanced Level'; and
- (ii) A degree in Instructional Design/ Educational Technologies/ Computer Science/ Information Technology/ Graphics Design and Multimedia/ Digital Arts.

A master's degree in Educational Technologies/ Computer Science/ Information Technology/ Graphics Design would be an advantage.

OR

Equivalent qualifications to A (i) and A (ii) above acceptable to the MIE.

B. Candidates should:

- (i) reckon at least five years' experience in the field of education;
- (ii) possess effective communication & interpersonal skills;
- (iii) be proactive and able to meet target deadlines; and
- (iv) be highly motivated and able to work in a team.

2. DUTIES

- (i) To be responsible for the design and development of learning resources and provide training and support;
- (ii) To develop courses and digital learning materials;

- (iii) To create interoperable and platform independent educational resources;
 - (iv) To perform audio/video editing;
 - (v) To coordinate training of staff and students using technology in support of student learning, including preparation of materials and developing tutorials;
 - (vi) To initiate and support communities of learning;
 - (vii) To provide periodic reports on course development and other projects;
 - (viii) To assist in assessing the effectiveness of course materials that is produced;
 - (ix) To perform research and evaluation on educational technology projects; and
 - (x) 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 incumbent in the roles ascribed to him.
3. The selected candidates seconded for duty at the MIE will be paid an appropriate allowance. For candidates recruited on a part time basis, the allowance will commensurate with the number and quality of digital learning resources developed.
4. The contract duration is one year and is renewable after successful completion and can be terminated by giving fifteen days' notice on either side.
5. Interested candidates are requested to fill in the application form obtainable at the Reception Desk, MIE, Réduit during office hours on weekdays, or can also be downloaded from the website of the MIE: <http://www.mie.ac.mu>
6. Application form duly completed and supported by photocopies of birth, educational certificates and all relevant documents should reach the Office of the Registrar, Mauritius Institute of Education, Réduit, at latest by **Monday 22 February 2021 at 15 00 hrs**. Candidates must produce written evidence of any experience claimed.
7. **Late applications will not be considered.**
8. 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.
9. Interested candidates are requested to contact the Office of the Registrar, 7th Floor, MIE Tower, Réduit for any additional information.

**Registrar
Mauritius Institute of Education
Réduit
registrar@mie.ac.mu
Tel: 401 6555; Fax: 4541037**

02 February 2021