

**SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS**

Ministry: Tertiary Education, Science, Research and Technology
Post: Project Officer
Salary: Rs 23,675 x 750 – 29,675 x 900 – 34,175 x 1,200 – 37,775 x 1,500 – 52,775
(06 49 75)

Effective Date: 11 September 2014

Qualifications:

A. A Master's Degree in Marketing or Economics or Business Administration or Public Policy and Administration from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.

B. Candidates should –

- (i) possess good leadership, communication and interpersonal skills;
- (ii) possess good analytical skills and have the ability to think proactively;
- (iii) have knowledge in national and international tertiary education norms and standards;
- (iv) have experience in quality audit; and
- (v) be computer literate.

Candidates should produce written evidence of experience/knowledge claimed.

Duties:

1. To conduct research on the potential for recruitment of students from other countries, including market research.
2. To design and implement appropriate tools for marketing the activities of the Study Mauritius Office.
3. To provide support for the preparation of policy and strategy documents with a view to promoting Mauritius as a foreign destination for higher education.
4. To establish a database of foreign students studying in Mauritius.

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*for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms*

11 September 2014

Date.....

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5. To conduct annual reviews of seats available for foreign students.
6. To provide advice and guidance to foreign students wishing to study in Mauritius.
7. To prepare communication strategy to promote Mauritius as a study destination.
8. To carry out marketing and promotion activities for the recruitment of foreign students.
9. To set up and be in charge of a Documentation/Information Unit to provide all relevant information to students.
10. To assist in the organisation of conferences, seminars, workshops on Mauritian higher education.
11. To act as link between the Ministry and Tertiary Education Institutions.
12. To prepare inputs for the Ministry's website as well as newsletters, e-journals, documentaries, video clips and publicity materials meant for students.
13. To assist in strategic planning and decision making.
14. To establish, monitor, evaluate rules and update procedures for customer service excellence.
15. To use ICT in the performance of his duties.
16. 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 Project Officer in the roles ascribed to him.



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Akeem Singh

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*for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms*

11 September 2014

Date.....