



OPEN UNIVERSITY OF MAURITIUS

Rédut, Mauritius- Tel: 4038200/Fax :4648854

Website: <http://www.open.ac.mu>

NOTICE

ENLISTMENT AS RESEARCH ASSISTANT

Applications are invited from suitably qualified candidates who wish to be enlisted as **Research Assistant** at the Open University of Mauritius on a full-time contractual basis for a period of one year in the ICT Unit and Examination Unit.

A: ICT UNIT

➤ **Profile:** Candidates must have:

- i. At least a Degree from a recognised University in the field of IT
- ii. Good IT skills with the ability to adapt to different technologies
- iii. Strong analytical and communication skills
- iv. Ability to work efficiently in a team and under pressure.

➤ **Responsibilities & Duties:**

- Attend to learner and staff queries on Student Information Management Software.
- Prepare and generate statistical and management reports for Student Information Management Software.
- Collect, clean and analyse data from various systems.
- Draft technical and functional reports related to IT systems.
- Prepare and update user manuals and training materials for SIMS and other systems.
- Provide basic training and guidance to users.
- Assist in testing, troubleshooting and documentation of systems enhancements
- Contribute to the monitoring, evaluation and improvement of IT processes.
- Carry out any other cognate duties assigned.

B: EXAMINATION UNIT

➤ **Profile:** Candidates must have:

- I. At least a Degree from a recognised University in any of the following fields: Either Business Administration or Economics or Education or Finance or IT or Mathematics or any other related field:
- II. Good research, analytical, communication and writing skills
- III. Good IT skills and
- IV. Good interpersonal skills

➤ **Responsibilities & Duties:**

- Carry out data entry for the implementation of Student Information Management Software.
- Assist in data migration for the Student Information Management Software.
- Assist in data compilation, analysis and processing.
- Assist in the compilation and management of queries and complaints.
- Any other cognate duties.

➤ **Remuneration: A monthly all-inclusive stipend of Rs 20,000.**

➤ **Mode of application and closing date:**

Applications should be made on the prescribed form to be downloaded from the website of the Open University of Mauritius on <https://www.open.ac.mu>. The duly filled and signed application form together with a detailed Curriculum Vitae and photocopies of required certificates, birth certificate, marriage certificate (if applicable), testimonials certifying the years of relevant work/research experience and equivalence of qualifications (where applicable), should be sent by registered post to the Officer-in-Charge, Réduit **not later than Friday 19 December 2025**.

'Research Assistant' should be clearly marked on the top left-handed corner of the envelope.

Failure to do so may entail your elimination from the competition.

Applications received after the closing date will not be considered.

The onus for the submission of equivalence of qualification (if applicable) from the relevant authorities rests on the candidates.

Non-submission of photocopies of certificates may entail disqualification of candidates.

It is an offence to give false information or to conceal any relevant information. This may lead to an application being rejected or if a candidate has already been appointed, to the termination of the contract.

The Open University reserves the right to call for interview only the best qualified applicants and not to:

- (i) make any appointment as a result of this advertisement;
- (ii) give any reason whatsoever for its decision; and
- (iii) contact any applicant in case his/her application is considered unsuccessful.

Date: 29 November 2025