



OPEN UNIVERSITY OF MAURITIUS

Réduit, Mauritius–Tel: 4038200/Fax: 4648854
Website: <http://www.open.ac.mu>

VACANCY

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**.

Profile: Candidates must have:

- i. at least a Degree from a recognized University;
- ii. good research, analytical, communication and writing skills; and
- iii. good IT skills.

Responsibilities & Duties:

The Research Assistant will be expected to carry out the following tasks as applicable in the units/sections where they will be posted:

- 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 in various sections including Finance Division, Marketing and Public Relations Unit, Admissions Office, Quality Assurance Unit, Examinations Unit and Academic Affairs Division;
- Assist in the compilation and management of queries;
- Assist in the conduct of surveys and write reports as and when required;
- Assist in the management of Research projects and other projects; and
- Any other duties related to the above.

Remuneration: A monthly all-inclusive stipend of Rs 19,575/-.

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 Director-General, Open University of Mauritius, Réduit **not later than Wednesday 19 June 2024 at 03.30 p.m.**

The post of Research Assistant should be clearly marked on the top left-hand 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: 05 June 2024