

OPEN UNIVERSITY OF MAURITIUS

Réduit, Mauritius – Tel: 403 8200/ Fax: 4648854 Website: <https://www.open.ac.mu>

NOTICE OF VACANCY

The Open University of Mauritius is a statutory body under the aegis of the Ministry of Tertiary Education, Science and Research.

The Open University of Mauritius is inviting suitably qualified candidates for the following post:

(1) Clerk/Word Processing Operator

A. Mode of Application:

The candidates **must**:

- Step 1) Fill the prescribed “Online Application Form” available at the following link <https://oumauritius.com/vacancy> and submit online. Handwritten forms **will not** be accepted.
- Step 2) **Print** the confirmed online application form, **sign each page** and send **same, together with signed photocopies of the following documents to the Director-General, Open University of Mauritius as mentioned at Section B:**
- (i) birth certificate, marriage certificate (where applicable), National Identity Card, academic certificates/statement of the results;
 - (ii) equivalence of qualifications (where applicable); and
 - (iii) testimonial(s) from employer(s) certifying the experience required.

B. Closing Date:

Online applications must be submitted **not later than 09 October 2026**. Applications received after the specified closing date and time will **not** be considered.

The signed <Confirmed Online Application Form>, together with the required signed documents as specified above must be sent by registered post to the Director-General, Open University of Mauritius at latest by **16 October 2026**.

C. Important Notes:

1. Candidates are advised to read the **Notes and Instructions to Candidates for the above post** carefully before filling the on-line application form. Incomplete, inadequate or inaccurate filling of the on-line application form will cause the applicant's elimination from the recruitment exercise.
2. Non-compliance to the instructions will entail the rejection of the applications.
3. 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 his appointment.

4. The onus rests on the applicants for the submission of equivalence and recognition of qualification (if applicable) from the relevant authorities (Higher Education Commission, Mauritius Qualifications Authority), failing which, their application will not be considered. Equivalence and Recognition of Qualification, where appropriate, should be submitted in respect of qualification laid down in advertisement.
5. The post applied for should be clearly marked on the top left-hand corner of the envelope.
6. Any candidate who fails to submit their printed and signed On-line Application Form together with the required signed documents as specified above will be disqualified.

The Open University of Mauritius reserves the right to:

- (1) conduct a written test if necessary;
- (2) call only the best qualified candidates for interview; and
- (3) not to make any appointment following this advertisement.

Date: 22 September 2026

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