

# **AKADEMI KREOL REPIBLIK MORIS (AKRM)**

Under the aegis of Ministry of Education, Tertiary Education, Science and Technology

## **VACANCY for the post of AKRM ADMINISTRATIVE AND RESEARCH OFFICER**

Applications are invited from suitably qualified candidates who wish to be considered for employment as **AKRM ADMINISTRATIVE AND RESEARCH OFFICER** on contract basis for an initial period of one year.

### **II. AGE LIMIT**

Candidates should not have reached their 45<sup>th</sup> birthday by the closing date for submission of applications.

### **III. QUALIFICATIONS REQUIRED:**

Candidates should possess at least a degree/joint degree in either English or French or Creole Studies. Knowledge of linguistics will be an advantage and a good working knowledge of Kreol Repiblik Moris (KRM) is essential.

### **IV. PROFILE:**

Candidates must have:

1. Good knowledge of the Mauritian society and its sociolinguistic situation;
2. Good knowledge of KRM;
3. Good writing skills in English, French, and KRM;
4. Adequate IT skills;
5. Sound understanding of data collection process and principles;
6. Research and communication skills and ability to work in team; and
7. Knowledge of administrative duties and office management.

### **V. RESPONSIBILITIES & DUTIES:**

- To type and collate official documents in English, French and Kreol Morisien;
- To perform clerical duties using ICT;
- To ensure speedy handling of correspondence;
- To perform word processing in KRM;
- To represent as and when required the AKRM in meetings and maintain records and reports of the outcome;
- To maintain and submit inputs for updating the AKRM website and social media;
- To carry out research tasks as and when required;
- To conduct preliminary analytical work using ICT;
- To write reports and perform other administrative tasks; and

- To perform other duties directly related to the main duties as listed above or related to the delivery of the output and results expected from incumbents in the roles ascribed to him/her according to his/her posting.

The AKRM Administrative and Research Officer may be required to attend meetings outside office hours.

**VI. REMUNERATION:**

A monthly allowance of Rs28,225/- plus salary compensation and travelling at approved rates.

**VII. DURATION OF CONTRACT:**

Appointment will be offered an initial contractual period of 1 year, renewable if necessary.

**VIII. MODE OF APPLICATION:**

Letter of application together with a detailed *Curriculum Vitae* and photocopies of qualifications, birth certificate, marriage certificate (if applicable), testimonials and equivalence of qualifications (where applicable) should reach **at latest by Wednesday 02 October 2024** :-

**The Registrar  
Mauritius Institute of Education  
Réduit**

The envelope should be clearly marked “**AKRM Ofisie Ladministrasion ek Resers**” on the top right-hand corner. Applications received after the closing date will not be considered.

**NOTE:**

- Candidates should produce written evidence of experience/knowledge claimed, as appropriate, by the closing date; and
- The AKRM reserves the right: not to make any appointment as a result of this advertisement nor will assign any reason thereof.

**Akademi Kreol Repiblik Moris  
12 September 2024**