



**Mauritius Institute of Education**  
**Réduit**  
**Registrar's Office**

7<sup>th</sup> Floor - MIE Tower,  
Email: registrar@mie.ac.mu

Tel : (230) 401 6555  
Fax: (230) 454 1037

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**VACANCY**

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Applications are invited from suitably qualified candidates who wish to be considered for the post of **Registrar (on a One-Year Contract)**

**A. QUALIFICATIONS:**

- a Degree in Public Administration or Economics or Management or Law or Finance from a recognised institution or an equivalent qualification acceptable to the Board; and
- a Master's Degree in Public Administration or Management or Business Administration or Law from a recognised institution or an equivalent qualification acceptable to the Board.

**B. EXPERIENCE:**

- Reckon at least seven years' managerial and administrative/operational experience in the public sector.  
*Experience in overseeing the Procurement and Supply, Finance and Human Resource departments will be an advantage.*

**ROLE AND RESPONSIBILITIES:**

To depute for the Director and ensure effective and efficient management of the different sections/units of the Institute while ensuring compliance with relevant legislations.

The Registrar shall perform duties assigned by the Institute, including but not limited to:

- Assist the Director in the administration and management of the Institute.
- Assist in the formulation, coordination and implementation of institutional policy, goals and objectives.
- Work in close collaboration with public officers from a wide range of professional disciplines and to promote the improvement of the operational efficiency and accountability of the units under their responsibility.
- Initiate and implement programmes aiming at enhancing the organisational efficiency and effectiveness of the Institute.
- Represent the Institute locally and internationally, as and when required.
- Promote the welfare of staff and ensure that the working environment is conducive to efficiency.
- Use ICT in the performance of his duties.
- 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 Registrar in the role ascribed to him.

**DURATION OF CONTRACT:** One-year, with the possibility of renewal

**SALARY:** Negotiable in the scale of Rs 84500 x 2250 – 86750 x 2500 – 94250 x 2750 – 102500 x 3750 – 110000 x 4000 – 118000 and other benefits as per PRB 2026

## **MODE OF APPLICATION**

Application form for the above post is available at the Reception Counter of the Mauritius Institute of Education (MIE), Réduit. This advertisement and the application form are also available on the website of the MIE on the following address: [www.mie.ac.mu](http://www.mie.ac.mu)

Application form duly completed in **duplicate copies** and supported by copies of the Birth Certificate, Marriage Certificate (where applicable), National Identity Card, Academic and Professional Certificates, evidence of working experience claimed, certificate of character\* and any other relevant documents should reach the **Office of the Registrar not later than 3.30 pm on Friday 28 August 2026**, by registered post or hand delivered.

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

Candidates will be contacted, as far as possible, by e-mail and phone and are therefore advised to submit valid e-mail address as well as a phone number on which they can be easily contacted.

**Applications obtained after the closing date will not be accepted.** The onus for the submission of applications on time lies solely on applicants.

The **post applied for** should be clearly marked on the **top left-hand corner** of the envelope.

The MIE reserves the right:

- i. to convene only the best qualified candidates for interview; and
- ii. not to fill the vacancy as a result of this advertisement nor to assign any reason thereof.

*\* Applicants not possessing certificate of character should provide evidence of application of same.*

**Ag. Registrar**  
**Mauritius Institute of Education**  
**7<sup>th</sup> Floor, MIE Tower**  
**Réduit**  
**Tel: 401 6555, Fax: 454 1037**  
**E-mail: [officeofregistrar@mie.ac.mu](mailto:officeofregistrar@mie.ac.mu)**  
**website [www.mie.ac.mu](http://www.mie.ac.mu)**

**07 August 2026**