

MAURITIUS INSTITUTE OF EDUCATION

POST : Educational Data Assistant

SALARY SCALE : Rs 29215 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950 (MIE 21 – PRB 2026)

QUALIFICATIONS:

Credit in **five** subjects including English Language, French Language and Mathematics at the School Certificate level, **or** GCE 'O' level equivalents.

TOGETHER WITH

Two passes at 'A' level, one of which should be Mathematics **or** Statistics **or** Computer Science.

OR

Acceptable alternative qualifications.

Note: *In lieu of 'Credit' in English Language, 'Pass' in English Language + 'Credit' in English Literature **or** 'Pass' in General Paper at HSC level is acceptable.*

In lieu of 'Credit' in French Language, 'Pass' in French Language + 'Credit' in French Literature is acceptable.

DUTIES:

1. To assist with the collection, compilation, computation and processing of data.
2. To draw up and write simple flow charts and programmes under supervision.
3. To record data on magnetic tapes/discs and operate a computer.
4. To supervise clerical staff performing data processing duties.
5. To perform other duties directly related to the main duties listed above or related to the delivery of the output and results expected from Educational Data Assistant in the roles ascribed to him/her.