



Mauritius Institute of Education

Réduit

Registrar's Office

7th Floor - MIE Tower,
Email: registrar@mie.ac.mu

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

Notice of Vacancy

Applications are invited from suitably qualified candidates who wish to be considered for the post of:

Clerk / Word Processing Operator

Application forms for the above post are available at the Reception Counter of the Mauritius Institute of Education (MIE), Réduit. This advertisement, together with the **Scheme of Service and the application form**, are also available on the website of the MIE on the following address: <http://www.mie.ac.mu>.

Application forms duly completed in **two hard copies** and supported by copies of the Birth Certificate, Marriage (where applicable) Certificate, NIC, Academic and Professional Certificates, testimonial of working experience, certificate of character* and any other relevant documents should reach the **Office of the Registrar not later than 3.30 p.m on Friday 29 May 2026**. Candidates must produce written evidence of any experience claimed.

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 prompt submission of applications so that they reach the Registrar in 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
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website <http://mie.ac.mu>

18 May 2026