



MAURITIUS INSTITUTE OF EDUCATION

Research Assistant (On Contract Basis)

Applications are invited from suitably qualified candidates to work on a contract basis as Research Assistant at the MIE **for the period February to June 2017.**

Minimum Qualification:

- A relevant Honours Degree

Candidates should:

- be well versed in IT and spreadsheet, statistical software (e.g. SPSS);
- be proficient in oral and written English;
- be familiar with transcription conventions;
- display high professional ethics;
- be able to execute instructions in a swift and efficient manner; and
- be unemployed and available immediately to start the research work.

Duties:

The Research Assistant is expected to carry out the following duties:

- To assist the Research Unit on a number of projects.
- To support the editorial team for the preparation of the MIE Journal.
- To assist in the design and administration of questionnaires.
- To assist in the conduct of interviews.
- To assist in field data collection.
- To carry out statistical analysis of data.
- To transcribe notes and interviews.
- To assist in literature search.

- To assist in the preparation of minutes of proceedings.
- To assist in the preparation of reports.
- To perform such other duties directly related to the main duties listed above.

Remuneration: A flat rate of Rs 16,000/= per month will be paid subject to satisfactory performance. All travelling expenses (to attend official duties only) will be refunded at bus rate.

Applications should be submitted in two copies on the prescribed form obtainable at the Reception Desk, Mauritius Institute of Education, Réduit during office hours on weekdays or can also be downloaded from our website: <http://www.mie.ac.mu>

Application forms duly completed and supported by photocopies of birth, educational certificates and all relevant documents should reach the **Office of the Registrar, Mauritius Institute of Education, Réduit**, at latest by **Thursday 23 February 2017 at 14 00**. Late applications will not be considered.

The Mauritius Institute of Education reserves the right:

- (i) to interview only the most suitable applicants; and
- (ii) not to make any appointment as a result of this advertisement nor to assign any reason thereof.

Interested candidates are requested to contact the Registrar's Office, 7th Floor, MIE Tower, Réduit for any additional information.

**Mrs O Cudian
Registrar**

**Mauritius Institute of Education
Réduit
Tel: 401 6555
Fax: 454 1037**

Date: 07 February 2017