

**PROPOSED SCHEME OF SERVICE**

**Organisation:** University of Technology, Mauritius

**Post:** Lecturer

**Salary:** Rs 33175 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 –  
49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800 (UTM 38)

**Qualifications:**

A. A Master's degree in the relevant field from a recognised institution or an equivalent qualification acceptable to the Board.

B. Candidates should –

(i) reckon at least three years' experience at administrative or technical or managerial or teaching or research or industrial level; and

(ii) be computer literate.

Candidates should produce written evidence of knowledge claimed.

**Duties:**

1. To assist in programme planning and design including the organisation, administration, evaluation and marketing of programmes.
2. To mount new modules/programmes.
3. To lecture and conduct tutorials in the relevant modules and resit modules.
4. To prepare teaching and learning materials as well as handouts and learning packs.
5. To develop evaluation and assessment tools and strategies.
6. To set and mark assignments, examination papers and resit papers.
7. To conduct and invigilate examinations.
8. To assess students and attend committees/panels related to examinations.
9. To supervise and evaluate projects or dissertations.
10. To assist in training needs analysis.
11. To assist in the organisation and running of workshops/seminars, etc, as and when required.
12. To adhere to the Quality Assurance System of the University and to promote a quality culture within the organisation.
13. To enforce student discipline, monitor attendance, and provide support and guidance to students.
14. To promote scholarship and conduct research and consultancy in order to enhance the prestige of the University both nationally and internationally.
15. To participate in editing/production of journals, periodicals, books, etc.
16. To 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 Lecturer in the roles ascribed to him.

