

MAHATMA GANDHI INSTITUTE

EMPLOYMENT ON CONTRACT BASIS

Applications are invited from suitably qualified candidates who wish to be considered for the following posts (**ON CONTRACT**), **for one year (renewable)** at the Mahatma Gandhi Institute:

1. IT ANALYST/SENIOR IT ANALYST
2. HUMAN RESOURCE OFFICER/SENIOR HUMAN RESOURCE OFFICER

1. IT ANALYST/SENIOR IT ANALYST

QUALIFICATIONS:

- A. A Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level”.
- B. A Degree in Computer Science or Computer Engineering or Information Systems or Information Technology or any degree, the major part of which should be Computer Science or Computer Engineering or Information Systems or Information Technology from a recognized Institution.

OR

Equivalent qualifications to A & B above acceptable to the Council.

- C. Candidates should -
 - (i) reckon at least three years’ post qualification experience in database / systems / network administration;
 - (ii) have good problem solving and diagnostic abilities; and
 - (iii) be able to implement database security policies.

NOTE:

Qualification at A above should have been obtained prior to qualification at B above. However, candidates who, as at 30 June 2003, did not possess the qualification at A above will also be considered provided they hold:

- (a) A Cambridge School Certificate or passes obtained on one certificate at the General Certificate of Education “Ordinary Level” either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject or an equivalent qualification acceptable to the Council; and
- (b) A Master’s Degree or a postgraduate diploma from a recognised institution in one of the fields at B above or an equivalent qualification acceptable to the Council.

Qualification at (a) under ‘Note’ should have been obtained prior to qualifications at B above and at (b) under ‘Note’.

Candidates should produce written evidence of experience claimed.

SALARY: **Negotiable in the range of Rs36,248 to Rs80,975 (PRB 2026).**

Travelling will be refunded as per regulations in force.

DUTIES:

1. To be responsible to the Director-General for the effective and efficient running of the IT Division of the Mahatma Gandhi Institute (MGI).
2. To perform database and systems administration and also network administration and management.
3. To install and maintain applications, databases and servers and monitor trends in capacity requirements.
4. To troubleshoot problems related to operating system, hardware and networks and take appropriate measures to remedy the situation.
5. To develop and monitor appropriate security procedures to safeguard system from physical harm and viruses, unauthorised users and damages to data.
6. To administer and track problems on databases and servers.
7. To carry out day-to-day maintenance function.
8. To assess the hardware and software needs of the divisions of the MGI and ensure adequate stock of computer supplies.
9. To conduct analysis of user needs for development of application software.
10. To install software and monitor systems backup for all servers.
11. To perform quality assurance on computer systems.

12. To assist and advise in the preparation and deployment of security plans particularly with regard to data security.
13. To undertake training of staff.
14. To liaise with suppliers and other parties concerned for the smooth running of computer systems.
15. To assist in the procurement of computer hardware and software.
16. To ensure timely submission of reports to the various departments of the MGI.
17. 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 IT Administrator in the roles ascribed to him.

CONDITIONS OF SERVICE:

The offer of contractual employment will be subject to the laws and regulations governing the Mahatma Gandhi Institute whose Council reserves the right to amend from time to time as appropriate and to the conditions of service as per recommendations made in the 2026 PRB Report.

GRATUITY:

Two months' salary on completion of twelve (12) months' satisfactory service.

2. HUMAN RESOURCE OFFICER/SENIOR HUMAN RESOURCE OFFICER

- QUALIFICATIONS:**
- A.** A Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level”.
 - B.** A Diploma in Management with specialization in Human Resource Management from a recognized institution.
 - C.** At least 3 years` experience in personnel duties.
 - D.** Good communication and interpersonal skills.

OR

Equivalent qualifications to A and B above acceptable to the MGI & RTI Council.

Note:

Qualification at A above should have been obtained prior to qualification at B above.

Candidates should produce written evidence of experience claimed.

SALARY: **Negotiable in the range of Rs29,477 to Rs55,480 (PRB 2026).**

Travelling will be refunded as per regulations in force.

DUTIES:

1. To be responsible to the Registrar for:
 - (a) ensuring that personnel policies, rules, regulations and procedures are properly and consistently applied;
 - (b) drafting schemes of service and revising existing ones to meet organisational needs;
 - (c) providing proper advice and guidance on personnel matters;
 - (d) ensuring the promotion of good industrial relations and the taking of prompt action to settle grievances and conflicts through negotiation and discussion;
 - (e) ensuring the smooth functioning of the Personnel Section;

- (f) supervising and providing proper guidance and training to junior staff;
 - (g) ensuring that up-to-date personnel records of all employees including records on absenteeism, sickness, late arrivals, early departures, etc. are kept;
 - (h) attending to court cases in connection with personnel matters;
 - (i) assisting in:
 - (a) the determination of the human resource needs of the MGI in terms of number, grading and level of responsibility; and
 - (b) the keeping of staffing requirements under constant review through job inspection, deployment and placement of staff.
2. To perform other duties directly related to the main duties listed above or related to the delivery of the output and results expected from incumbents in the roles ascribed to them according to their postings.

CONDITIONS OF SERVICE:

The offer of contractual employment will be subject to the laws and regulations governing the Mahatma Gandhi Institute whose Council reserves the right to amend from time to time as appropriate and to the conditions of service as per recommendations made in the 2026 PRB Report.

GRATUITY:

Two months' salary on completion of twelve (12) months' satisfactory service.

AGE LIMIT: (FOR HUMAN RESOURCE OFFICER/SENIOR HUMAN RESOURCE OFFICER)

Candidates, unless employed in the Government Service or in Parastatal Organisations, should not have reached their 45th birthday by the closing date for the submission of applications.

MODE OF APPLICATION:

Application forms for the post are available at the Reception Counters of the Mahatma Gandhi Institute, Moka and Rabindranath Tagore Institute, Ilot, Pamplemousses. The form can also be downloaded from the website of the MGI at the following address:

<http://www.mgirti.ac.mu>

Applications should be made on the **prescribed form** and returned, duly filled in, along with copies of the Birth, Marriage (where applicable), Academic and Professional Certificates and a valid Certificate of Character so as to reach the Officer-in-Charge, Mahatma Gandhi

Institute/Rabindranath Tagore Institute, Moka (80808), *not later than 3.30 p.m. on 06 May 2026.*

Applicants should produce written evidence of equivalence of qualifications, and of knowledge and experience claimed.

The onus for the submission of written evidence of knowledge claimed and equivalence of qualifications (if applicable) from the competent authorities rests solely upon the candidates. Applications will not be considered in case of non-submission of written evidence of knowledge claimed and Equivalence Certificate, as appropriate, by the closing date.

Incomplete and/or inaccurate application forms or application not made on the prescribed forms will not be considered.

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

Please note that applicants who do not possess a Certificate of Character will be required to produce the receipt for their application for same as evidence.

The Mahatma Gandhi Institute 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.**

Date : 16 April 2026

Tel No. 403 2000
Moka

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14.04.2026