

Admissions Officer (Ref: JDAO-V26_1.0)

Polytechnics Mauritius Ltd · Vacancy · October 2026

Department	Recruitment & Admissions
Reports to	Recruitment & Admissions Manager
Salary	Negotiable, commensurate with qualifications and experience

Qualifications

- A Degree in Education or Administration or Management or Business Studies or Human Resource Management or a related field from a recognised institution, or an alternative qualification acceptable to the board.

Experience

- At least 3 years' experience in the higher education sector.

General duties

1. To report to the designated supervisor or Head of Department.
2. To contribute to the strategic development and operational goals of the department or team.
3. To provide leadership and guidance in the planning, implementation, and improvement of assigned areas.
4. To ensure activities and projects are carried out in accordance with institutional standards, policies, and regulations.
5. To support continuous improvement initiatives and innovation within the department or team.
6. To mentor and provide guidance to junior staff, supporting their professional development and performance.
7. To assist in resource planning, operational management, and efficient use of departmental assets.
8. To represent the department in committees, working groups, and institutional initiatives as required.
9. To promote knowledge sharing and the adoption of best practices within the team or department.
10. To perform any other duties related to the advancement, management, and success of the department or institution.

Technical duties

Reporting to the Recruitment & Admissions Manager or any delegated officer, the duties of the postholder will, inter alia, include but not be restricted to:

1. To coordinate the day-to-day administrative and operational activities of the Admissions Office.
2. To receive, assess, process, and verify student applications and supporting documents in accordance with admission requirements.

3. To provide guidance and information to prospective students on programmes, admission requirements, and application procedures.
4. To maintain, monitor, and ensure the accuracy of applicant records, student files, and admissions databases.
5. To prepare and issue admission letters, notices, reports, and other related correspondence.
6. To coordinate admissions campaigns, open days, registration exercises, orientation programmes, and other admissions-related activities.
7. To ensure that application forms and supporting documents are complete and comply with institutional admission requirements.
8. To process offers of admission and communicate admission decisions to applicants.
9. To liaise with academic departments and other internal and external stakeholders on admissions-related matters.
10. To ensure the proper filing, confidentiality, and safekeeping of admission documents and records.
11. To prepare and maintain accurate admissions statistics and management reports.
12. To coordinate student registration and enrolment activities.
13. To respond to enquiries from applicants, students, parents, and other stakeholders in a professional and timely manner.
14. To review and recommend improvements to admissions processes and procedures to enhance service delivery.
15. To ensure compliance with institutional policies, admissions regulations, and quality standards.
16. To use ICT in the performance of the duties.
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 Admissions Officer in the roles ascribed to the postholder.

Skills

Good communication and customer service skills, computer literacy, and the ability to keep accurate records and handle confidential information.

Closing date: 23 October 2026

How to apply: Online only, through the PML careers portal at <https://www.poly.ac.mu/careers/>

Applications sent by email, post or hand delivery will not be considered.