

Examinations Officer (Ref JDEO-V26_1.0)

Polytechnics Mauritius Ltd · Vacancy · October 2026

Department	Examinations
Reports to	Examinations Manager
Salary	Negotiable, commensurate with qualifications and experience

Qualifications

- A bachelor's degree in education or Administration or Management or Business Studies or Public Administration or a related field from a recognised institution, or an alternative qualification acceptable to the board.

Experience

- At least 3 years' relevant experience in examination administration, student records, academic administration or registry services, preferably in a higher education environment.

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

1. To serve as the focal point for examination policies, procedures, and all examination-related matters.

2. To liaise with academic departments, local and international academic partners, and relevant stakeholders to ensure the effective planning and conduct of examinations.
3. To coordinate and oversee the administration of examinations, ensuring compliance with examination regulations and the secure handling of examination papers and scripts.
4. To ensure that examination documents, records, and related information are properly maintained, secured, and available for reporting and reference purposes.
5. To ensure quality standards are maintained throughout the examination and assessment processes.
6. To provide timely and accurate information to students, parents, academic staff, Heads of Clusters, and other stakeholders on examination-related matters.
7. To maintain strict confidentiality of examination information and records in accordance with institutional policies and data protection requirements.
8. To support the implementation of improved examination processes, including the use of technology-enabled assessment methods where applicable.
9. To coordinate the entry of examination results and assist in the verification of marked scripts and assessment records.
10. To prepare examination results for consideration by the Board of Examiners, ensuring accuracy and compliance with institutional procedures.
11. To process and issue examination results following completion of required verification and quality checks.
12. To prepare and issue academic transcripts and other examination-related documents as required.
13. To handle examination-related queries, including resits, appeals, and requests for clarification, in a timely and professional manner.
14. To provide administrative support to the Registrar's Office and Quality Assurance Office in matters related to the Board of Examiners.
15. To coordinate the organisation and administration of Moderation Committees and related assessment activities.
16. To assist in the coordination, briefing, and monitoring of invigilators and examination support staff.
17. To work collaboratively with colleagues to ensure continuity, effective knowledge sharing, and consistent implementation of examination procedures.
18. To use ICT effectively in the performance of duties and support improvements in examination administration systems.
19. To perform any other cognate duties related to examination administration and assessment processes as may be assigned by Management.

Skills

Good knowledge of examination procedures and academic regulations, strong organisational skills, and the ability to use student information systems and Microsoft Office.

The postholder may be required to work outside normal hours and on Saturdays.

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.