

Senior Admissions Officer (Contractual) (Ref: JDSAO-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
- A postgraduate qualification in a relevant field would be an advantage

Experience

- At least 5 years' experience in admissions, registry or academic administration in the higher education sector, including at least 2 years in a supervisory role

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 lead and supervise the day-to-day operations of the Admissions Office, allocating and monitoring the work of Admissions Officers and Assistant Admissions Officers.

2. To oversee the receipt, assessment, processing, and verification of student applications and supporting documents in accordance with admission requirements.
3. To ensure that offers of admission are processed and admission decisions are communicated to applicants within established deadlines.
4. To plan and coordinate admissions campaigns, open days, registration exercises, orientation programmes, and other admissions-related activities.
5. To oversee the guidance provided to prospective students on programmes, admission requirements, and application procedures.
6. To ensure the accuracy, confidentiality, and safekeeping of applicant records, student files, and admissions databases.
7. To review admission letters, notices, reports, and related correspondence before issue.
8. To coordinate student registration and enrolment activities with the Schools and other units.
9. To prepare and analyse admissions statistics, trends, and management reports.
10. To handle escalated enquiries and complaints from applicants, students, parents, and other stakeholders.
11. To monitor compliance with institutional policies, admissions regulations, and quality standards.
12. To review admissions processes and procedures and recommend improvements to enhance service delivery.
13. To train, mentor, and appraise admissions staff.
14. To liaise with the Registrar, the Schools, the Marketing Unit, and other internal and external stakeholders on admissions-related matters.
15. To use ICT in the performance of the duties.
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 Senior Admissions Officer in the roles ascribed to the postholder.

Skills

Good communication and leadership skills, good command of English and French, computer literacy, and the ability to 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.