

Support Officer (Ref: JDSO-V26_1.0)

Polytechnics Mauritius Ltd · Vacancy · October 2026

Department	Administrative & HR (posted to departments, campuses or clusters)
Reports to	Manager, Head or Programme Leader of the assigned unit/department
Salary	Negotiable, commensurate with qualifications and experience

Qualifications

- A Cambridge Higher School Certificate (HSC) or passes in at least two subjects at GCE 'A' Level, or an alternative qualification acceptable to the Board.

Experience

- No experience required

General duties

1. To report to the designated supervisor or Head of Department.
2. To support the implementation of the strategic and operational goals of the department or team.
3. To support the planning, implementation, and improvement of assigned areas.
4. To support in ensuring that 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 support resource planning, operational management, and efficient use of departmental assets.
7. To support the department/clusters in committees, working groups, and institutional initiatives, take minutes as required and implement follow-up actions.
8. To support the promotion of knowledge sharing and the adoption of best practices within the team or department.
9. To perform any other duties related to the advancement, management, and success of the department or institution.

Technical duties

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

1. To provide administrative and operational support to the department/campus/cluster.
2. To prepare, type, collate, and process general office correspondence, reports, and other documents.
3. To maintain and update files, records, forms, databases, reports, and other administrative materials.

4. To carry out word processing, data entry, filing, scanning, photocopying, and the preparation of basic reports for the department/campus/cluster.
5. To perform under supervision registry, finance, procurement, supply, and other general administrative duties, as and when required.
6. To provide support for the day-to-day operational and administrative activities of the department/campus/cluster.
7. To keep records of documents, books, magazines, and other materials of Polytechnics Mauritius Ltd and assist users by providing relevant information, whenever required.
8. To perform basic analysis of data and prepare summaries, reports, and findings.
9. To assist in organising committees, meetings, official functions, training programmes, and other institutional activities and events, take minutes and follow up on actions as required.
10. To perform basic finance, marketing, procurement, and customer service duties, as and when required.
11. To assist in audits, stock-taking exercises, reconciliation of records, and verification of documents.
12. To follow up on departmental/cluster activities to ensure timely action and efficient service delivery.
13. To attend to enquiries from staff, students, stakeholders, and visitors and provide general administrative assistance.
14. To ensure proper handling, confidentiality, and safekeeping of official documents and records.
15. To make effective use of ICT tools and systems in the performance of 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 Support Officer in the roles ascribed to him/her.

Skills

Good communication skills in English and French, proficiency in ICT and office software, and good interpersonal skills.

The postholder may be required to work outside normal hours, including Saturdays and public holidays.

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.