



METC
MAURITIUS EMERGING TECHNOLOGIES COUNCIL

Scheme of Service

Post: Head- Centre of Excellence

Salary: Negotiable

Report to: Executive Director

Profile: The Head of Centre of Excellence will be responsible for leading and managing the Centre of Excellence for the Mauritius Emerging Technologies Council (METC). The Centre of Excellence will serve as a hub for knowledge sharing, innovation, and best practices in emerging technologies.

Qualifications: A post graduate degree in Social Sciences or Business Administration or Information Technology or any other equivalent qualification acceptable to the Council.

Experience: A minimum of 5 years of experience in the relevant field, with a particular focus on training and project management.

Skills and Competencies: Experience in autonomous decision making and leadership. Excellent knowledge of project management methodologies, training management and tools would constitute an advantage.

Experience in developing and delivering training programs and workshops.

Team/ people management skills.

Excellent interpersonal and negotiation skills.

Key Duties and Responsibilities:

Develop and implement the strategy of the Centre of Excellence.

Identify and prioritize key areas of focus for the Centre of Excellence.

Develop and deliver training programs and workshops to build capacity in emerging technologies.

Establish and maintain partnerships with industry stakeholders, academic institutions, and other organizations to promote knowledge sharing and collaboration, including international collaboration.

Create and manage a research repository in the area of Emerging Technologies.

Manage the resources of the Centre of Excellence, including staff, equipment, and training materials.

Prepare and present reports on the activities and achievements of the Centre of Excellence to METC management and stakeholders.

Organise events and conferences in the area of emerging technologies including international symposiums.

To perform any other duties related to the above.