

SCHEDULE OF DUTIES

<u>Organisation:</u>	Mauritius Emerging Technologies Council
<u>Post:</u>	Research and Project Coordinator (on contract)
<u>Salary:</u>	The starting salary will be determined based on the selected candidate's qualifications and relevant work experience, in accordance with the approved salary scale.

Qualifications:

By selection from among candidates possessing: -

A. A Master's Degree in Computer Science or Information Technology or an equivalent qualification.

B. Candidates should –

- i. five years' post-qualification experience in the technology industry.
- ii. have experience managing IT projects, ensuring timely and within-budget delivery of IT facilities and systems.
- iii. have a high sense of initiative and be able to work in a multi-disciplinary team; and
- iv. have good interpersonal and communication skills.

Note: Candidates should produce written evidence of experience and knowledge claimed.

Role and Responsibilities: To provide technical expertise in emerging technologies, undertake research and development activities, coordinate technology projects and initiatives, and support the promotion and adoption of innovative digital solutions in line with the objectives of the Mauritius Emerging Technologies Council.

Duties:

1. To be responsible to the Manager, Centre of Excellence for the performance of the following duties:
 - i. To serve as the technical advisor for emerging technologies;
 - ii. To provide expert guidance on technology trends and their implications;
 - iii. To develop and maintain technical documentation and standards in relation to emerging technologies;
 - iv. To assess the potential benefits and risks of new technologies and recommend solutions;
 - v. To identify potential impacts of new technologies on the organisation and propose strategic responses;
 - vi. To translate the research results into policy measures and/or commercial ventures;
 - vii. To develop, manage and monitor innovative, integrative and strategic technology and research projects ensuring project deadlines and acceptable levels of quality within allocated budget are met;
 - viii. To develop outreach programmes and activities;

- ix. To liaise with research and technology organisations/institutions, at national, regional and international level;
 - x. To prepare research proposals for submission to regional and/or international funding agencies; and
 - xi. To supervise and coordinate the work of the Emerging Tech Specialists and other project staff
- 2. To use ICT in the performance of his duties.
 - 3. To perform such duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Research and Project Coordinator in the role ascribed to him.

Note

- 1. The officer will be required to work outside normal working hours, including Saturdays, Sundays and Public Holidays, whenever the exigencies of the service so require.