MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 7 OF 2016

Vacancy for Post of Administrator
Ministry of Education and Human Resources, Tertiary Education and Scientific Research
(Tertiary Education and Scientific Research)

Applications are invited from qualified candidates who wish to be considered for appointment as Administrator in the Tertiary Education and Scientific Research Division of the Ministry of Education and Human Resources, Tertiary Education and Scientific Research.

II. AGE LIMIT

Candidates, unless already in the Service, should not have reached their 40th birthday by the closing date for the submission of applications.

III. QUALIFICATIONS

A. Candidates should possess a Master’s Degree in the field of Education or Management or Public Administration or Economics or Statistics or Project Management or Chemistry or Physics or Information Technology from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.

B. Candidates should –

(i) reckon at least five years' experience at senior technical/management level;

(ii) be proactive and have the ability to work under pressure;

(iii) possess good interpersonal and communication skills;

(iv) have the ability to contribute to knowledge management in the field of tertiary education, science, research and technology;

(v) have the ability to work in a multi-disciplinary team; and

(vi) be computer literate.

NOTE

1. Candidates should produce written evidence of experience/knowledge claimed.

2. The onus for the submission of equivalence of qualification (if applicable) from the relevant authorities rests on the candidates.

3. The Commission reserves the right to convene only the best qualified candidates for interview.
IV. **ROLE AND RESPONSIBILITIES**

To promote and supervise programmes and projects in tertiary education, science, research and technology.

V. **DUTIES AND SALARY**

1. To assist the Director and Assistant Director in developing –
   
   (i) policies, programmes, strategies, activities and projects of the Ministry relating to tertiary education, science, research and technology as well as to monitor the implementation thereof;
   
   (ii) quality standards and policies for tertiary education institutions and to monitor the provision of tertiary education at required level; and
   
   (iii) policies and strategies to attract students from overseas.

2. To prepare briefs, research papers and reports.

3. To elaborate legislative framework for tertiary education, science, research and technology.

4. To carry out surveys/research work including Training Needs Analysis.

5. To keep relevant database on trends in the tertiary education sector.

6. To ensure that appropriate quality assurance mechanisms in tertiary education are adhered to.

7. To use ICT in the performance of his duties.

8. 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 Administrator in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 48,275 x 1,500 – 58,775 x 1,800 – 69,575 a month plus salary compensation at approved rates.

VI. **MODE OF APPLICATION**

1. Qualified candidates should submit their application on **PSC Form 7** which may be obtained either from the Enquiry Counter of the Ministry of Civil Service and Administrative Reforms, Ground Floor, Emmanuel Anquetil Building, Port Louis or from the Enquiry Counter of the Public Service Commission, 7, Louis Pasteur Street, Forest Side or from the Chief Commissioner's Office, Port Mathurin, Rodrigues or from the offices of the Mauritius High Commission/Embassies overseas.
2. Candidates already in the service should submit their application in duplicate, the original to be sent directly to the Secretary, Public Service Commission and the duplicate through their respective Supervising/ Responsible Officers.

3. This advertisement together with the application form (PSC Form 7) are available on the website of the Public Service Commission at [http://psc.govmu.org](http://psc.govmu.org)

4. Candidates are encouraged to submit on-line application through the government web portal at [http://www.govmu.org](http://www.govmu.org)

5. Acknowledgement of applications will be made, as far as possible, by e-mail. Candidates are therefore advised to submit their e-mail address.

6. Candidates are also advised to read carefully the “NOTES AND INSTRUCTIONS TO CANDIDATES” before filling in the application form. Care should be taken to fill in the application form correctly. **Incomplete, inadequate or inaccurate filling of the application form may entail elimination of the applicant.**

VII. CLOSING DATE

Applications should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side, **not later than 3.00 p.m. on Wednesday 10 February 2016.**

Date: 21 January 2016

Public Service Commission,
7, Louis Pasteur Street,
FOREST SIDE.