Applications are invited from qualified candidates who wish to be considered for appointment as Director 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 ten years’ experience at senior technical/management level;

(ii) possess strong leadership, interpersonal and communication skills;

(iii) possess administrative and managerial abilities;

(iv) have a high sense of responsibility;

(v) possess sound analytical skills and be able to adopt a multi-disciplinary approach to problem-solving;

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

(vii) 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 be responsible for translating the vision of the Ministry in the implementation of strategies in tertiary education, science, research and technology and to design related educational policies, strategies and reforms in line with Government programmes.

V. DUTIES AND SALARY

1. To be responsible for the effective and efficient planning, organisation, supervision, co-ordination, implementation and evaluation of policies in tertiary education, science, research and technology and programmes falling under his responsibility.

2. To lead in the organisation of research studies pertaining to tertiary education, science, research and technology in order to advise on policy matters.

3. To regularly review policies, objectives and programmes pertaining to tertiary education, science, research and technology and formulate necessary improvements and changes, taking into account the latest innovative practices in education.

4. To prepare development plans/strategies within each area of priority of tertiary education, science, research and technology and to effectively monitor their implementation.

5. To provide technical input for the formulation of policies in line with the Government programmes.

6. To set and prepare plans for the development of the tertiary education sector with focus on access, quality, relevance, equity and achievement of all learners.

7. To establish linkages with external partners (local and international) and the Ministry in seeking collaborative support for the smooth implementation of projects and programmes.

8. To manage all resources under his control for the efficient and effective implementation of projects and programmes.

9. To ensure the optimum utilisation of resources allocated to the tertiary education sector.

10. To critically analyse reports in tertiary education, science, research and technology and to advise on future course of action.

11. To monitor attainment of Key Performance Indicators for the Ministry in collaboration with the relevant stakeholders.

12. To allocate responsibilities and to mentor officers of the technical cadre.

13. To evaluate performance of staff working under his responsibility in line with the Performance Management System.
14. To ensure that the Ministry is kept up-to-date with the latest educational trends in higher education and research sectors.

15. To use ICT in the performance of his 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 Director in the roles ascribed to him.

The permanent and pensionable post carries a salary of Rs 89,000 a month plus salary compensation at the approved rate.

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

4. Candidates are encouraged to submit on-line application through the government web portal at 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 Thursday 22 October 2015.

Date: 02 October 2015

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