

MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 113 OF 2016

**Vacancy for Post of Education and Training Coordinator
Ministry of Environment, Sustainable Development,
and Disaster and Beach Management
(National Disaster Risk Reduction)**

Applications are invited from qualified candidates who wish to be considered for appointment as Education and Training Coordinator in the Ministry of Environment, Sustainable Development, and Disaster and Beach Management (National Disaster Risk Reduction).

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 degree in Education or Business Administration or Management from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.
- B. Candidates should –
- (i) reckon at least five years' experience in the implementation of training and education programmes;
 - (ii) possess strong motivational skills;
 - (iii) possess strong interpersonal skills with ability to establish and maintain effective working relationships with people of different backgrounds;
 - (iv) be able to work under pressure; and
 - (v) 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 (Tertiary Education Commission or Mauritius Qualifications Authority) rests on the candidates. Applications will not be considered failing the non-submission of Equivalence Certificate, as appropriate, by the closing date.**
3. The Commission reserves the right to convene **only** the best qualified candidates for interview.

IV. DUTIES AND SALARY

1. To be responsible to the Director Preparedness for the performance of the following duties –
 - (a) to manage the training, education, community mobilisation and co-ordination elements of implementing the National Policy for Disaster Risk Reduction and Management, and achieving the relevant indicators in the National Strategic Framework for Disaster Risk Reduction and Management;
 - (b) to promote a culture of risk avoidance among stakeholders by strengthening the capacity of all role players through integrated education, training and public awareness;
 - (c) to design and conduct programmes of public information and education on the mitigation of, preparedness for, response to and recovery from disasters in collaboration with the Information Management Team;
 - (d) to ensure and promote consistent messaging both within the Centre and with other stakeholders;
 - (e) to organise education programmes in schools with a view to ensuring that drills and education curricula are aligned with the National Policy on Disaster Risk Reduction and Management;
 - (f) to facilitate and promote the integration of effective disaster preparedness actions and education into cross-governmental strategies and planning;
 - (g) to ensure that the work of the Education and Training team is well co-ordinated within the Centre;
 - (h) to undertake comprehensive education, training, research and resources needs analysis;
 - (i) to manage the development of specific curriculum inputs and information resources relating to Disaster Risk Reduction and Management at community level;
 - (j) to ensure that new and existing disaster management training programmes are consistent and in line with the education, training, research and resources needs analysis, the national education and training framework and international standards;
 - (k) to work closely with the Response Team in designing and implementing drills, simulations and other exercises relating to the management of disasters, targeted at key actors in disaster response;

- (l) to facilitate the conduct of drills, simulations and other exercises to test response plans and to build awareness on disaster preparedness and response in co-ordination with the Response Team;
 - (m) to regularly update and disseminate disaster information and educational materials based on input from the Response and Recovery Teams; and
 - (n) to work with the Recovery Programme Team to identify priority disaster risks and priority areas, communities and households and to ensure that risks and priorities are reflected in training and education planning.
2. To use ICT in the performance of his duties.
 3. 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 Education and Training Coordinator in the roles ascribed to him.

Note

The Education and Training Coordinator will be required to work outside normal working hours including Saturdays, Sundays and Public Holidays and during cyclonic periods and other natural calamities and emergencies.

The permanent and pensionable post carries salary in scale Rs 38,350 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 62,950 a month.

V. 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.**

VI. 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 07 December 2016.**

Date: 17 November 2016

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