Applications are invited from qualified candidates who wish to be considered for appointment as Assistant Director in the Ministry of Tertiary Education, Science, Research and Technology.

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

1. 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.

2. Candidates should:-

   (i) reckon at least eight years’ experience at senior technical/management level;

   (ii) possess good leadership, managerial, interpersonal and communication skills;

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

   (iv) possess good analytical skills and be able to adopt a multi-disciplinary approach to problem-solving; 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 rests on the candidates.

3. The Commission reserves the right to convene only the best qualified candidates for interview.

IV. ROLE AND RESPONSIBILITIES

To assist the Director in translating the vision of the Ministry in the implementation of strategies in tertiary education, science, research and technology and to work out plans for implementation of related policy decisions.
V. DUTIES AND SALARY

1. To assist the Director in –

   (i) the planning, organisation, supervision, co-ordination, implementation and evaluation of policies in tertiary education, science, research and technology;

   (ii) preparing and monitoring the implementation of development plans in areas of priority in tertiary education, science, research and technology;

   (iii) carrying out regular review of policies, objectives and programmes pertaining to tertiary education, science, research and technology;

   (iv) the development and monitoring of plans within each area of priority of tertiary education, science, research and technology;

   (v) providing technical input for the formulation of policies in line with Government programmes;

   (vi) establishing linkages with external partners (local and international) and the Ministry in seeking collaborative support for the smooth implementation of projects and programmes;

   (vii) managing all resources under his responsibility for the efficient and effective implementation of projects and programmes;

   (viii) critically analysing reports in tertiary education, science, research and technology and advising on future course of action;

   (ix) monitoring attainment of Key Performance Indicators for the Ministry in collaboration with the relevant stakeholders;

   (x) evaluating performance of staff working under his responsibility in line with the Performance Management System; and

   (xi) planning, implementing, monitoring and evaluating promotion strategies for attracting students from overseas.

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 Assistant Director in the roles ascribed to him.
The permanent and pensionable post carries salary in scale Rs 60,575 x 1,800 – 69,575 x 2,425 – 72,000 x 2,500 – 77,000 x 3,000 – 80,000 a month. However, for the year 2013 and the year 2014, incumbents would draw salary at the discounted rate of Rs 59,990 and Rs 60,280 respectively, in accordance with the Master Conversion Table of the Errors, Omissions and Anomalies Committee Report 2013.

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.gov.mu](http://psc.gov.mu)

4. On-line application can also be submitted through the government web portal at [http://www.gov.mu](http://www.gov.mu)

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

6. Candidates are 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 Tuesday 26 November 2013.**

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

Date: 06 November 2013