MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 25 OF 2018

Vacancy for Post of Director of Education, Rodrigues Regional Assembly
Rodrigues Regional Assembly (Education)

Applications are invited from qualified candidates who wish to be considered for employment as Director of Education, Rodrigues Regional Assembly on a **contractual basis** in the Rodrigues Regional Assembly (Education) for an initial period of two years, which may be renewed thereafter.

II. **AGE LIMIT**

Candidates should not have reached their 65th birthday by the closing date for the submission of applications.

III. **QUALIFICATIONS**

Candidates should –

(i) possess a Master’s Degree in Education Management from a recognised institution or an equivalent qualification acceptable to the Public Service Commission;

(ii) reckon at least 10 years’ experience in the field of Education;

(iii) have knowledge and expertise to provide leadership in any one of the following technical areas –

(a) Secondary Education;

(b) Technical, Vocational Education and Training;

(c) Tertiary Education;

(d) Curriculum Research and Development;

(e) Science and Technology (including ICT);

(f) Research and Planning; and

(g) School Management Services.

(iv) have the drive to achieve quality education to adapt to new technologies and be in the forefront of technological innovation;
(v) possess excellent analytical skills and be able to adopt a multi-disciplinary approach to problem-solving;
(vi) have the ability to think proactively, critically and strategically;
(vii) possess excellent leadership, administrative, managerial, communication and interpersonal skills;
(viii) have highest commitment to achieve the strategic objectives falling under his responsibility;
(ix) have the ability to be flexible and work collaboratively within a high pressure office; and
(x) be computer literate.

NOTE
1. Candidates should produce written evidence of experience/knowledge claimed.
2. The onus for the submission of written evidence of experience/knowledge claimed and 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 in case of non-submission of written evidence of experience/knowledge claimed and Equivalence Certificate, as appropriate, by the closing date.
3. The Commission reserves the right to convene only the best qualified candidates for interview.

IV. ROLE AND RESPONSIBILITIES

To be responsible for designing and implementing educational reforms, plans and strategies for the development of the Education Sector in Rodrigues with focus on quality, relevance, equity and achievement of all learners.

V. DUTIES

1. To provide support to the Departmental Head of the Commission responsible for the Education Sector.
2. To be responsible for the efficient and effective management of resources under his control for the implementation of projects.
3. To prepare development plan and to effectively monitor its implementation.
4. To carry out research pertaining to his areas of competences/responsibilities in order to better advise on policy matters.

5. To review regularly educational objectives, policies and programmes and formulate necessary improvements and changes, to meet modern trends in education.

6. To co-ordinate and monitor the implementation of all educational policies and programmes.

7. To identity training needs in respect of his sector.

8. To establish linkages with external partners (local, national and international) to obtain their collaborative support in the smooth running of projects and programmes.

9. To ensure the optimal utilisation of resources in Educational Institutions and monitor actions taken to ensure quality standards following reports from the Quality Assurance Division of the Ministry of Education and Human Resources, Tertiary Education and Scientific Research.

10. To allocate responsibilities to the various departments under his control.

11. To prepare budget for education programmes and monitor expenditure in line with the Budget Estimates.

12. To work closely with other departments/sections of the Commission to ensure a cohesive, holistic and specialised approach to the development of education.

13. To be responsible for the promotion of teaching of Science, Information and Communication Technology, Vocational and Technical subjects in schools.

14. To ensure that the Commission responsible for the Education Sector is kept up-to-date with the latest educational trends.

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 of Education, Rodrigues Regional Assembly in the roles ascribed to him.

VI. **SALARY, TERMS AND CONDITIONS OF EMPLOYMENT**

The selected candidate will be offered either assignment of duties against the vacancy, if he is a serving officer or contract employment, if he is not in the Public Service.
The terms and conditions are as follows:

A. Assignment of duties against the vacancy

A public officer on permanent and pensionable establishment assigned the duties of Director of Education, Rodrigues Regional Assembly in the Rodrigues Regional Assembly (Education) will be eligible for an allowance equivalent to:

(i) the difference between the initial salary of the post of Director of Education, Rodrigues Regional Assembly and the salary drawn by the incumbent in his substantive post provided the allowance is not less than three increments worth at the incremental point reached in the substantive post;

or

(ii) three increments worth at the incremental point reached in the substantive post provided the total emoluments of the officer are not less than the initial salary and not more than the maximum salary of the higher post.

The officer will benefit from all privileges attached to the post in accordance with the regulations governing employment in the Public Service.

B. Contract Employment

1. Salary: Negotiable in the range of Rs 49,950 to Rs 77,175 a month.

2. Travelling Allowance: In accordance with regulations in force.

3. Leave:

   (a) Sick Leave: At the rate of 21 working days for every year of contract. Sick leave is not accumulative and is not convertible into cash.

   (b) Annual Leave: At the rate of 21 working days for every year of contract. Annual leave not taken may be cashed at the end of every year of contract or may be accumulated.

4. Passage Benefits: At the rate of 5% of annual salary drawn. No passage benefits will be earned during the 21 days’ annual leave whether taken or cashed.

5. Gratuity: At the rate of two months’ salary on completion of twelve months’ satisfactory service.

6. Termination of Contract:

   (a) The Government may at any time, determine the employment of the officer by giving one month's notice in writing or by paying one month’s salary.
(b) The officer may resign from his employment by giving one month’s notice in writing or by paying one month’s salary to the Government.

(c) Should the officer, in any manner misconduct himself, the Government may terminate his employment forthwith and thereupon all the rights and advantages reserved shall cease.

C. **If selected candidate is not permanently domiciled in Rodrigues**

1. **Quarters:**

   A furnished quarters with all the necessary services (electricity, water, etc.) or a rent allowance of Rs 8,000 and Rs 12,000 a month for single and married officers respectively.

2. **Transport of personal effects:**

   Free transport by sea of personal effects to the extent of six cubic metres.

3. **Passages:**

   One free passage to Rodrigues for self, spouse and up to three children under the age of twenty-one on assumption of duty and from Rodrigues at the end of the contract.

VII. **FRINGE BENEFITS**

The Director of Education, Rodrigues Regional Assembly is entitled to the following benefits:

**Duty Exemption on Motorcar**

(a) 100% duty remission for the purchase of a car with petrol engine capacity of up to 1500 c.c. once every seven years;

or

(b) a monthly car allowance of Rs 3,865 in lieu of duty remission;

**Option for Car Allowance in lieu of Duty Exemption**

The officer employed on contract –

(i) who opts for duty exemption on a car or a monthly car allowance in lieu thereof should exercise the option at the beginning of the contract. The option for car allowance once exercised would be irrevocable for the duration of the first contract and may be reviewed upon renewal of his contract;
who has opted for the monthly car allowance in lieu of the duty exemption
facilities would not benefit from duty exemption until the expiry of the
first contract; and

6/…

(iii) a retired public officer who has benefited from duty exemption on a car
and subsequently qualifies for same, by virtue of employment on contract,
should not be allowed to purchase another duty free car within a period of
seven years, whichever is applicable, as from the date of first registration
of the last duty exempted car in Mauritius.

Loan Facilities

Loan facilities for the first purchase of a car equivalent to 21 months’ salary
with interest at the rate of 4% per annum, refundable in 84 monthly
instalments.

Travelling Allowance

Either

(i) A monthly travelling allowance of Rs 11,500

or

(ii) refund of mileage subject to approval, at the rate of Rs 6.50 per
km together with a monthly commuted allowance of Rs 3,165 in

VIII. 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 Commissions/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.**

-7-

IX. 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 26 April 2018.**

---

Date: 06 April 2018

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