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

II. QUALIFICATIONS

A. By selection from among officers in the grades of -
   (a) Rector; and
   (b) Deputy Rector who reckon at least three years’ service in a substantive capacity in the grade.

B. Candidates should –
   (a) be proactive and have the ability to work under pressure;
   (b) have sound interpersonal and communication skills;
   (c) contribute to knowledge management and the transfer of knowledge; and
   (d) have the ability to work in a multi-disciplinary team.

III. ROLE AND RESPONSIBILITIES

To promote and supervise educational programmes and projects in schools and zones for the provision of quality education.

IV. DUTIES AND SALARY

1. To assist the Directors and Assistant Directors in –
   (a) matters of educational principles and practices at all levels and for promoting, supervising and administering educational programmes and projects;
   (b) the implementation of policies and decisions for effective school management;
   (c) the preparation of briefs, research papers and reports;
(d) the proper and effective management of schools;
(e) optimum utilisation of human, material and financial resources in schools;
(f) ensuring that the pedagogical, physical and infrastructural needs of schools are met;
(g) ensuring the proper maintenance of all facilities within the school premises;
(h) promoting Information and Communication Technology (ICT) in education;
(i) developing and planning training programmes; and
(j) ensuring professional development of personnel.

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

3. To carry out *inter-alia* admission exercise, transfer exercise, resumption of studies and Procurement and Supply duties in line with established procedures.

4. To ensure that appropriate norms and standards are met.

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

6. 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 Administrators (Education) in the roles ascribed to them.

The permanent and pensionable post carries salary in scale Rs 49,950 x 1,625 – 62,950 x 1,850 – 68,500 x 1,950 – 74,350 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. Applications should be submitted **in duplicate**, the original to be sent directly to the Secretary, Public Service Commission and the duplicate through the Senior Chief Executive, Ministry of Education and Human Resources, Tertiary Education and Scientific Research.
3. This Circular 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 pm on Thursday 18 August 2016.

Date: 29 July 2016

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