Vacancies for Post of Deputy Rector  
Ministry of Education and Human Resources, Tertiary Education and Scientific Research

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 Deputy Rector in the Ministry.

II. QUALIFICATIONS

A. By selection from among officers in the grades of –

(i) Senior Educator (Secondary); and

(ii) Educator (Secondary) who -

(a) possess a Post Graduate Certificate in Education from a recognised institution or an equivalent qualification acceptable to the Public Service Commission and reckon at least 15 years’ teaching experience in State Secondary Schools/State Colleges acquired after obtention of the relevant qualifications required to cross the QB in their salary scale

OR

(b) reckon at least 18 years’ teaching experience in State Secondary Schools/State Colleges acquired after obtention of the relevant qualifications required to cross the QB in their salary scale.

B. Candidates should –

(i) possess good leadership skills;

(ii) possess effective communication skills, both written and oral;

(iii) possess organising and managerial skills;

(iv) be able to motivate staff and students to achieve the highest level of attainment and performance; and

(v) have a high level of integrity and the ability to exercise authority and command respect among stakeholders.
III. ROLE AND RESPONSIBILITIES

To assist in the implementation of educational policies in State Secondary Schools/State Colleges and the provision of quality education to students.

IV. DUTIES AND SALARY

1. To deputise for the Rector in his absence.

2. To assist the Rector in –

   (i) the overall management of a State Secondary School/State College including Pre-vocational Education Stream;

   (ii) preparing and implementing curricula, extra-curricular projects and activities in the School Development Plans;

   (iii) the monitoring of performance of personnel and students;

   (iv) the management of resources and staff; and

   (v) the establishment of linkages with different stakeholders.

3. To participate in meetings with Heads of Departments.

4. To be responsible, in consultation with the Rector, for –

   (i) conducting and controlling internal examinations;

   (ii) preparing time-tables;

   (iii) making arrangements for replacement of teachers;

   (iv) verifying schemes of work including lesson plans, lesson notes and other preparations; and

   (v) providing pedagogical guidance to all newly recruited teaching staff and monitoring their work.

5. To chair pedagogical committees set up in the State Secondary School/State College.

6. To advise and work in close consultation with the Rector and Quality Assurance Officers on matters connected with educational principles and practices, changes or improvements in curriculum, teaching methods and other areas and to assist in the implementation of changes and improvements in such areas as well as in remedial programmes.

7. To maintain discipline on the school compound.
8. To be responsible for all matters pertaining to the Parent Teachers Association.

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

10. 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 Deputy Rector in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 37,125 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 62,950 x 1,850 – 66,650 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 p.m. on Monday 16 January 2017.

Date: 27 December 2016

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