Vacancy for Post of Inspector, Specialised Schools/Day Care Centres
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 Inspector, Specialised Schools/Day Care Centres in the Ministry.

II. QUALIFICATIONS

By selection from among officers in the grades of Head, Specialised Schools and Head, SEN Resource Centres who reckon at least three years’ service in a substantive capacity in their respective grade and who -

(i) are dedicated to the cause of children with special needs;
(ii) possess communication, interpersonal, analytical and supervisory skills;
(iii) are tactful and proactive; and
(iv) are well versed in administrative matters, academic needs as well as training needs of staff of Specialised Schools and Integrated Units.

NOTE

Inspectors, Specialised Schools/Day Care Centres will be required to follow successfully a course leading to the Diploma in Educational and Supervisory Inspection at the Mauritius Institute of Education or such course as approved and arranged by the Ministry to be eligible for consideration for promotion as Senior Inspector, Specialised Schools/Day Care Centres.

III. ROLE AND RESPONSIBILITIES

To ensure efficient and effective implementation of government projects and programmes with a view to improving the process of quality education in various Governmental and Non-Governmental Institutions.

IV. DUTIES AND SALARY

1. To advise all Specialised Schools/Day Care Centres, SEN Resource & Development Centres and the various Integrated Units operational in primary schools, Penal Institutions and Probation Hostels, Rehabilitation Centres, Shelters for Women and Children in distress and Non-Governmental Organisations’ SEN Institutions registered with the Ministry on all innovative programmes/policies to be implemented.

2. To supervise, inspect, report and apply corrective measures on the work of teachers and government staff posted to the Specialised Schools/Day Care Centres, SEN Resource & Development Centres and the various Integrated Units operational in primary schools, Penal Institutions and Probation Hostels, Rehabilitation Centres, Shelters for Women and Children in distress and Non-Governmental Organisations’ SEN Institutions registered with the Ministry.
3. To supervise, inspect and report on utilisation of resources in Specialised Schools/Day Care Centres, SEN Resource & Development Centres and the various Integrated Units operational in primary schools, Penal Institutions and Probation Hostels, Rehabilitation Centres, Shelters for Women and Children in distress and Non-Governmental Organisations’ SEN Institutions registered with the Ministry.

4. To carry out registration of Special Education Needs Schools and Day Care Centres, as and when required.

5. To be responsible for staff development programmes, manpower assessment, technical assistance and training needs for the efficient discharge of Specialised Schools/Day Care Centres, SEN Resource & Development Centres and Integrated Units.

6. To ensure the implementation of all educational programmes and projects aimed at enhancing the quality of education.

7. To formulate proposals for curriculum development in line with the aptitudes of children with impairments, evaluate curriculum materials produced and initiate remedial action.

8. To hold meetings, briefing sessions, workshops for the benefit of the teaching staff posted to Specialised Schools/Day Care Centres, SEN Resource & Development Centres and the various Integrated Units operational in primary schools, Penal Institutions and Probation Hostels, Rehabilitation Centres, Shelters for Women and Children in distress and Non-Governmental Organisations’ SEN Institutions registered with the Ministry.

9. To carry out system evaluations yearly and submit assessment reports.

10. To facilitate and monitor the implementation of Individual Education Plan (IEP).

11. To ensure compliance with norms and standards and other requirements of the SEN sector.

12. To examine and process –

   (a) applications for the payment of Grant in Aid and Supplementary Food Programme to Non-Governmental Organisations’ SEN Institutions registered with the Ministry; and

   (b) requests for human resources as well as request financial assistance for the purchase of specialised equipment and paedagogical materials.

13. To carry out networking among all Special Needs Schools and SEN Resource & Development Centres.
14. To use ICT in the performance of his duties.

15. 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 Inspector, Specialised Schools/Day Care Centres in the roles ascribed to him.

**Note**

The Inspector, Specialised Schools/Day Care Centres may be required to participate in courses locally or abroad as approved and arranged by the Ministry.

The permanent and pensionable post carries salary in scale Rs 33,425 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 54,825 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 Application Form (PSC Form 7) are available on the website of the Public Service Commission at [http://psc.govmu.org](http://psc.govmu.org)

4. Candidates are encouraged to submit on-line application through the government web portal at [http://www.govmu.org](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 Thursday 15 December 2016.**

Date: 25 November 2016

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