

PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 58. OF 2016

Vacancy for Post of Assistant Director (Primary) **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 Assistant Director (Primary) in the Ministry.

II. QUALIFICATIONS

By selection from among officers in the grade of Principal School Inspector who reckon at least two years' service in a substantive capacity in the grade and who -

- (i) have sound knowledge of educational matters in pre-primary and primary sectors;
- (ii) possess administrative and organising abilities;
- (iii) have managerial capabilities;
- (iv) have the capacity to lead, motivate and interact effectively with teams of officers; and
- (v) possess sound communication skills.

III. ROLE AND RESPONSIBILITIES

To oversee the proper functioning of the primary sector with a view to imparting quality education, to keep abreast of latest trends/development in School Management/Pedagogy and to customise relevant best practices obtained internationally.

IV. DUTIES AND SALARY

1. To be responsible for the proper management of schools.
2. To be responsible for the setting up of norms and standards for schools and to devise appropriate mechanisms for implementation.
3. To control and supervise the work of staff under his responsibility.
4. To establish plans for inspection work at all levels.
5. To ensure the planning, monitoring and evaluation of all projects and programmes related to teaching and learning.
6. To ensure that proper advice and guidance are given to Heads of Schools and teaching staff in order to improve the standards of learning and teaching.

7. To identify and carry out training programmes for teaching staff in educational institutions.
8. To provide sound advice for the review of educational objectives and policies to meet modern trends in education.
9. To advise on Curriculum Development and assist in the review of curriculum.
10. To provide feedback on -
 - (a) the educational standards achieved in schools;
 - (b) the utilisation of resources in schools; and
 - (c) any action taken following report by School Inspectors and Senior School Inspectors.
11. To arrange for the production of annual reports on schools.
12. To use ICT in the performance of his duties.
13. 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 (Primary) in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 62,950 x 1,850 – 68,500 x 1,950 – 74,350 x 2,825 – 80,000 x 3,000 – 86,000 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 Tuesday 08 November 2016.**

Date: 19 October 2016

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