

PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 59 OF 2016

Vacancy for Post of Senior Quality Assurance Officer
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 Senior Quality Assurance Officer in the Ministry.

II. QUALIFICATIONS

- A. By selection from among officers in the grade of Quality Assurance Officer who reckon at least three years' service in a substantive capacity in the grade.
- B. Candidates should –
- (i) have sound experience in Curriculum Development, Pedagogy, Assessment and Evaluation, School Leadership and Inspection;
 - (ii) possess good leadership, management, communication and interpersonal skills;
 - (iii) possess good analytical skills and have the ability to think proactively and act independently;
 - (iv) be familiar with national and international educational norms and standards;
 - (v) have experience in quality audit, preferably in the education sector; and
 - (vi) be of high level trust, integrity and accountability.

NOTE

Candidates should produce written evidence of knowledge/experience claimed.

III. ROLE AND RESPONSIBILITIES

To assist in the design of quality assurance plans and projects related to teaching and learning and in carrying out quality audit of human resources, curriculum, infrastructure and equipment.

IV. DUTIES AND SALARY

1. To assist the Director, Quality Assurance and supervise the work of Quality Assurance Officers.
2. To provide advice on matters of education principles and practice and national policies in education.
3. To provide advice on all matters pertaining to quality assurance in schools.
4. To organise and conduct courses for the benefit of school staff.
5. To consolidate school reports, assess educational developments and provide remedial steps.
6. To oversee the implementation of quality assurance system for effective management and performance of schools.
7. To develop, maintain and enhance academic standards in schools.
8. To be responsible for overall quality audit of schools.
9. To organise inspection visits to schools.
10. To identify training needs of officers of the Quality Assurance and Inspection Division and to organise staff development programmes to bridge skills gaps.
11. To supervise and run training programmes in response to feedback from quality assurance exercises.
12. To conduct training needs analysis with appropriate mechanisms/instruments for improvement of quality of teaching and learning in schools.
13. To liaise with relevant sections and institutions for the organisation of training programmes.
14. To conduct evaluation of training programmes organised for teaching and management staff.
15. To implement strategies related to budgetary exercise, Performance Management System and Quality Assurance in schools.
16. To implement strategies, programmes and activities to ensure compliance with the norms and standards of best management practices as well as teaching and learning in schools.
17. To submit, to the Director, Quality Assurance, periodical reports in a systematic manner on matters relating to the management and performance of schools.

18. To use ICT in the performance of his duties.
19. 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 Senior Quality Assurance Officer in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 53,200 x 1,625 – 62,950 x 1,850 – 68,500 x 1,950 – 74,350 x 2,825 – 80,000 x 3,000 – 83,000 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.