PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 41 OF 2016

Vacancies for Post of 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 Rector in the Ministry.

II. QUALIFICATIONS

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

(i) Administrator (Education); and

(ii) Deputy Rector who reckon at least three years’ service in a substantive capacity in the grade

who possess the Postgraduate Certificate or Diploma in Education from a recognised institution

or

have successfully completed a one year full-time (or equivalent part-time) course leading to a postgraduate certificate or diploma in a subject relevant to education at a recognised institution.

B. Candidates should –

(i) have strong leadership skills;

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

(iii) possess organising and managerial skills; and

(iv) have the ability to work under pressure and to motivate staff and students to achieve the highest level of attainment and performance in fulfilling the vision of the school.

III. ROLE AND RESPONSIBILITIES

To implement educational policies in State Secondary Schools/State Colleges and to ensure the provision of quality education to all students.
IV. **DUTIES AND SALARY**

1. **MANAGEMENT OF SCHOOLS**
   
   (i) To be responsible for the overall management of a State Secondary School/State College including Pre-Vocational Education Stream.

   (ii) To prepare School Development Plans.

   (iii) To prepare school time-tables with due respect to optimal utilisation of human resources.

   (iv) To monitor the rate of absenteeism of students and staff and come up with corrective measures.

   (v) To devise strategies to maintain overall discipline at school level and beyond school premises regarding participation of students in co-curricular and extra-curricular activities.

   (vi) To be responsible for all internal examinations.

   (vii) To ensure that all school related data, records, files and correspondence are collected, maintained and updated.

   (viii) To ensure that the standards of Occupational Safety and Health in schools are properly maintained.

2. **CURRICULUM AND PEDAGOGY**

   (i) To plan, organise and monitor educational activities, including sports and co-curricular activities of the school and to report thereupon to the Director of Zone, as and when required.

   (ii) To keep abreast of current educational thinking and developments, relevant to secondary schooling in order to promote good practice.

   (iii) To develop a high standard of cultural and social values.

   (iv) To monitor and review the special learning needs policy for all students.

   (v) To oversee the implementation of the curriculum such that it responds to the needs of students with varying abilities of learning.

3. **MONITORING OF PERFORMANCE**

   (i) To monitor and report on performance of personnel and students and provide necessary assistance and support.

   (ii) To seek through close collaboration of parents and the Zone Directorate, ways and means for the effective assessment of students’ progress, both formative and summative.

   (iii) To oversee progress in all areas of School Performance through agreed indicators and monitoring progress towards their achievement.
4. **MANAGEMENT OF RESOURCES**

(i) To be responsible for the overall provision, auditing and maintenance of equipment, materials and furniture.

(ii) To develop and implement a yearly performance schedule for the school infrastructure, in collaboration with the Directorate.

(iii) To ensure optimum utilisation of human, financial, material and infrastructural resources of the school to continuously improve the quality of education and secure value for money.

(iv) To seek opportunities for contributing to the sustainable development of the school environment.

5. **STAFF MANAGEMENT**

(i) To lead, inspire and ensure the development of staff to secure excellence in teaching, learning and pastoral care.

(ii) To implement and sustain the Performance Management System.

(iii) To ensure that newly appointed staff have appropriate induction and support.

(iv) To prepare schedule of duties of non-teaching staff, allocate and clarify responsibilities assigned and provide necessary technical assistance.

6. To establish effective liaison with different stakeholders.

7. To be accountable to the Director of the Zone for the effectiveness of the school.

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

9. 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 Rector in the roles ascribed to him.

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](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 Tuesday 23 August 2016.**

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

**Date:** 03 August 2016