MAURITIUS PUBLIC SERVICE
PUBLIC ADVERTISEMENT NO. 122 OF 2016

Vacancy for Post of Director, Quality Assurance
Ministry of Education and Human Resources,
Tertiary Education and Scientific Research

Applications are invited from qualified candidates who wish to be considered for appointment as Director, Quality Assurance in the Ministry of Education and Human Resources, Tertiary Education and Scientific Research.

II. AGE LIMIT

Candidates, unless already in the Service, should not have reached their 40th birthday by the closing date for the submission of applications.

III. QUALIFICATIONS

1. Candidates should –
   (i) possess a Cambridge Higher School Certificate or passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level”;
   (ii) possess a degree or joint degree from a recognised institution; and
   (iii) possess a Master’s Degree from a recognised institution;
   OR
   possess equivalent qualifications to (i), (ii) and (iii) above acceptable to the Public Service Commission;
   (iv) reckon at least ten years’ experience at senior management level in a major division of a large institution/department in the education sector; and
   (v) be computer literate.

Note

Qualification at (i) above should have been obtained prior to qualification at (ii) above and qualification at (ii) above should have been obtained prior to qualification at (iii) above. However, candidates who, as at 30 June 2008, did not possess the qualification at (i) above but who possess the qualifications at (ii) and (iii) above, will also be considered provided they hold -

(a) a Cambridge School Certificate or passes obtained on one certificate at the General Certificate of Education “Ordinary Level” either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject; and

(b) a PhD or a second Master’s Degree or a postgraduate diploma from a recognised institution.

OR

Equivalent qualifications to (a) and (b) above acceptable to the Public Service Commission.
Qualification at (a) under 'Note' should have been obtained prior to qualifications at (ii) and (iii) above and at (b) under 'Note'.

2. Candidates should –

(i) have experience in Curriculum Development, Pedagogy, Assessment and Evaluation and School Leadership;

(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) have knowledge in national and international educational norms and standards;

(v) have sound experience in quality audit, preferably in the education sector; and

(vi) be of high level trust, integrity and accountability.

NOTE

1. Candidates should produce written evidence of experience/knowledge claimed.

2. The onus for the submission of equivalence of qualification (if applicable) from the relevant authorities (Tertiary Education Commission or Mauritius Qualifications Authority) rests on the candidates. Applications will not be considered failing the non-submission of Equivalence Certificate, as appropriate, by the closing date.

3. The Commission reserves the right to convene only the best qualified candidates for interview.

IV. ROLE AND RESPONSIBILITIES

To design quality assurance plans and projects related to teaching and learning and to carry out quality audit of human resources, curriculum, infrastructure and equipment while aiming at improving the performance of educators in classes and quality learning ability of students at all levels.

V. DUTIES AND SALARY

1. To be responsible for the administration and management of the Quality Assurance and Inspection Division.

2. To control and supervise the work of professional and non-professional staff.

3. To establish plans for quality assurance at all levels of the education system.
4. To ensure the monitoring and evaluation of programmes and projects related to teaching and learning.

5. To advise on curriculum development and evaluation.

6. To lead the Quality Assurance and Inspection Division in reaching quality assurance targets.

7. To be responsible for the formulation and execution of policies related to the development, maintenance and improvement of academic standards as approved.

8. To supervise the development of performance indicators and tools for schools to use as benchmark.

9. To provide advice on all matters pertaining to quality assurance.

10. To provide periodic reports on the management and performance of schools.

11. To ensure that staff development programmes based on feedback from quality assurance exercises are organised by relevant institutions.

12. To monitor strategies adopted by schools to improve performance standards according to indicators mentioned in the Programme Based Budgeting and Performance Management System.

13. To supervise the organisation of inspection visits to schools and to provide reports on the status of teaching and learning in schools.

14. To devise strategies, programmes and activities to ensure compliance with the norms and standards of best management practices and teaching in schools.

15. To provide advice and assistance with a view to enhancing the quality of school programmes.

16. To evaluate work performance of the staff of the Quality Assurance and Inspection Division in line with the provisions of the Performance Management System implemented at the Ministry.

17. To work closely with educational institutions, Directorates and the Private Secondary Schools Authority in developing training programmes at all levels to improve performance and ensure quality assurance in schools.

18. To establish linkages with external partners (local and international) to seek collaborative support for the smooth running of projects and programmes in quality assurance.

19. To use ICT in the performance of his duties.
20. 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 Director, Quality Assurance in the roles ascribed to him.

The permanent and pensionable post carries a flat salary of Rs 101,000 a month.

VI. 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. Candidates already in the service should submit their application in duplicate, the original to be sent directly to the Secretary, Public Service Commission and the duplicate through their respective Supervising /Responsible Officers.

3. This advertisement 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.

VII. 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 20 December 2016.

Date: 30 November 2016

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