PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 23 OF 2014

Vacancies for Post of Director
Ministry of Education and Human Resources

Applications are invited from qualified officers who wish to be considered for appointment as Director in the Ministry of Education and Human Resources.

II. QUALIFICATIONS

1. By selection from among -

   A. officers of the Ministry who hold a substantive appointment in the grades of Assistant Director and Assistant Director (Primary) and who possess –

      (i) a Cambridge Higher School Certificate or passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level”; and

      (ii) a degree or joint degree from a recognised institution.

   OR

   Equivalent qualifications to A(i) and A(ii) above acceptable to the Public Service Commission.

   AND

   B. candidates who -

      (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 a joint degree from a recognised institution; and

      (iii) possess a Master’s Degree in Education from a recognised institution.

   OR

   Equivalent qualifications to B(i), B(ii) and B(iii) above acceptable to the Public Service Commission;

      (iv) reckon at least 10 years’ experience at senior technical/management level in a major division of a large institution/department in the field of Education; and

      (v) are computer literate.
Note

Qualifications at A(i) and B(i) above should have been obtained prior to qualifications at A(ii) and B(ii) above and qualification at B(ii) above should have been obtained prior to qualification at B(iii) above. However, candidates who as at 30 June 2008, did not possess the qualifications at A(i) and B(i) above but who possess the qualifications at A(ii) above and at B(ii) and B(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 A(ii), at B(ii) and B(iii) above and at (b) under ‘Note’.

2. Candidates should –

(i) have knowledge and expertise to provide leadership in any one of the following technical areas –

(a) Early Childhood and Care Education;
(b) Primary Education;
(c) Secondary Education;
(d) Technical, Vocational Education and Training;
(e) Higher Education;
(f) Curriculum Research and Development;
(g) Science and Technology (including ICT);
(h) Research and Planning; and
(i) School Management Services.

(ii) have the drive to achieve quality education to adapt to new technologies and be in the forefront of technological innovation;

(iii) possess excellent analytical skills and be able to adopt a multi-disciplinary approach to problem-solving;
(iv) have the ability to think proactively, critically and strategically;

(v) possess excellent leadership, management, communication and interpersonal skills;

(vi) have highest commitment to achieve the strategic objectives falling under his responsibility; and

(vii) have the ability to be flexible and work collaboratively within a high pressure office.

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 rests on the candidates.

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

III. ROLE AND RESPONSIBILITIES

To design and implement educational reforms and plans for the development of the Education Sector with focus on quality, relevance, equity and achievement of all learners and to ensure that the institutions are so equipped so as to serve the best interests of all.

IV. DUTIES AND SALARY

1. To provide support to the Chief Technical Officer.

2. To prepare sectoral/zonal development plan and to effectively monitor its implementation.

3. To carry out research pertaining to his areas of responsibility in order to better advise on policy matters.

4. To review regularly educational objectives, policies and programmes and formulate necessary improvements and changes, taking into account the latest innovative practice in education.

5. To co-ordinate and monitor the implementation of all educational policies and programmes falling under his area of responsibility.
6. To be accountable for the monitoring of Key Performance Indicators under the Programme-Based Budget falling under his responsibility.

7. To identify training needs in respect of his sector.

8. To establish linkages with external partners (local and international) to obtain their collaborative support in the smooth running of projects and programmes.

9. To be responsible for the management of resources under his control for the efficient and effective implementation of projects.

10. To oversee the optimum utilisation of resources in schools and to co-ordinate and monitor action taken following reports from the Quality Assurance Division.

11. To evaluate performance of staff working under his responsibility in line with the Performance Management System.

12. To allocate responsibilities to the various departments under his control.

13. To prepare budget for education programmes and monitor expenditure in line with the Programme-Based Budgeting.

14. To work closely with other directorates and sections of the Ministry to ensure a cohesive, holistic and specialised approach to the development of education.

15. To be responsible for the promotion of teaching of Science, Information and Communication Technology, Vocational and Technical subjects in schools.

16. To ensure that the Ministry is kept up-to-date with the latest educational trends.

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

18. 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 in the roles ascribed to him.

The permanent and pensionable post carries a salary of Rs95,000 a month. However, for the year 2014, incumbents would draw salary at the discounted rate of Rs 94,500 in accordance with the Master Conversion Table of the Errors, Omissions and Anomalies Committee Report 2013.
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.

3. This circular together with the application form (PSC Form 7) are available on the website of the Public Service Commission at **http://psc.gov.mu**

4. On-line application can also be submitted through the government web portal at **http://www.gov.mu**

5. Acknowledgement of applications will be made as far as possible by **e-mail**. Candidates are therefore encouraged to submit their e-mail address.

6. Candidates are 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 Monday 07 July 2014.**

Date: 17 June 2014  
**FOREST SIDE.**