PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 19 OF 2013

Vacancies for Post of Educator (Secondary)(Pre-Vocational)
Ministry of Education and Human Resources

Applications are invited from qualified Teachers (Secondary Pre-Vocational) of the Ministry of Education and Human Resources who wish to be considered for appointment as Educator (Secondary) (Pre-Vocational) in the Ministry.

II. QUALIFICATIONS

By selection from among officers in the grade of Teacher (Secondary Pre-Vocational) having successfully completed the Diploma in Pre-Vocational Education at the Mauritius Institute of Education.

III. DUTIES AND SALARY

1. To teach in pre-vocational classes of State Secondary Schools or any State Post-Primary institution.

2. To prepare scheme of work, weekly plan of work, lesson/activity plans to be submitted for inspection and lesson notes in respect of subjects and classes under his/her responsibility.

3. To conduct examinations, continuous assessment, remedial classes, extension classes, vacation courses, and such other extra-curricular activities as directed.

4. To take charge of laboratories, workshops or specialist rooms, as and when required.

5. To fill in students’ learning cards.

6. To keep a record of students’ performance to include same in students’ report books/portfolios, and to report to the Deputy Rector or the Rector on such matters, as and when required.

7. To help in the preparation and the writing of curriculum for Secondary Schools or other Post-Primary institutions and to make recommendations for the use of appropriate textbooks and other related learning materials.

8. To be responsible for civil and moral education.

9. To maintain discipline inside and outside the classroom.

10. To participate in workshops/seminars and training to improve the teaching/learning process and to keep abreast with new trends and developments in education, as and when required.
11. To give advice on matters connected with educational principles and practices at all levels and promote relevant activities.

12. To service the E-Government Unit, as and when required.

13. To attend regular meetings with Rectors, Deputy Rectors and Heads of Department.

14. To participate in Parent-Teachers’ Association meetings and activities and encourage responsible parties for the close monitoring of students’ performance.

15. To perform such cognate duties as may be assigned.

The permanent and pensionable post carries salary in scale Rs 16,500 x 450 – 18,300 x 600 – 19,500 x 750 – 28,500 x 900 – 33,000 QB 34,200 x 1,200 – 36,600 x 1,500 – 48,600 a month.

NOTE

1. Candidates possessing the post ‘A’ level degree will join the scale at salary point Rs 22,500.

2. Officers possessing the Diploma in Pre-Vocational Education will be allowed to proceed beyond the QB in the salary scale on obtention of a degree in the relevant field.

3. Officers possessing the post SC degree will be allowed to proceed beyond the QB in the salary scale on obtention of a Master’s Degree in the relevant field or a postgraduate Certificate in Education.

IV. 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](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.

V. CLOSING DATE

Applications should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest-Side, not later than 3.00 p.m. on Thursday 30 May 2013.

Date: 10 May 2013