PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 9 OF 2014

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

Applications are invited from qualified officers 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 of the teaching profession possessing:

(a) 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

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

OR

Equivalent qualifications to (a) and (b) above acceptable to the Public Service Commission.

Note

Qualification at (a) above should have been obtained prior to qualification at (b) above. However, candidates who, as at 30 June 2003, did not possess the qualification at (a) 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 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.

NOTE

1. Qualification at (a) under ‘Note’ should have been obtained prior to qualifications at (b) above and at (b) under ‘Note’.

2. The onus for the submission of equivalence of qualification (if applicable) from the relevant authorities rests on the candidates.
III. DUTIES AND SALARY

1. To teach in the 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 17,675 x 450 – 19,475 x 600 – 20,675 x 750 – 29,675 x 900 – 34,175 x 1,200 – 36,575 QB 37,775 x 1,500 – 52,775 a month. However, for the year 2014, incumbents would draw salary at the discounted rate in accordance with the Master Conversion Table of the Errors, Omissions and Anomalies Committee Report 2013.

Selected candidates will join the scale at salary point Rs 23,675 payable at the discounted rate of Rs 23,380 for the year 2014.
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](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 16 April 2014.**

---

Date: 27 March 2014

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