Applications are invited from qualified officers of the Rodrigues Regional Assembly who wish to be considered for appointment as Head Master in the Education Division of the Rodrigues Regional Assembly.

II. QUALIFICATIONS

A. By selection from among officers who hold a substantive appointment in any of the following grades –

(i) Deputy Head Master;
(ii) Mentor;
(iii) Health and Physical Education Instructor;

and who possess a diploma in Educational Management from a recognised institution or an equivalent qualification acceptable to the Public Service Commission or who reckon at least 12 years’ service in their respective grades or an aggregate of at least 12 years’ service in their respective grades and in the grade of Teacher/Senior Teacher or Educator (Primary) and who possess a degree from a recognised institution or an equivalent qualification acceptable to the Public Service Commission; and

(iv) Teacher/Senior Teacher or Educator (Primary) who reckon –

(a) at least 18 years’ service in a substantive capacity in their respective grades and who possess a diploma in Educational Management from a recognised institution or an equivalent qualification acceptable to the Public Service Commission or

(b) at least 12 years’ service in a substantive capacity in their respective grades and who possess a degree from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.

B. Candidates should –

(i) possess sound communication skills; and
(ii) have the ability to lead and motivate teams of officers.

Note

The onus for the submission of equivalence of qualification (if applicable) from the relevant authorities rests on the candidates.
III. **ROLE AND RESPONSIBILITIES**

To be responsible for creating a qualitative teaching and learning environment by making optimal use of the human, physical and financial resources available in primary schools.

IV. **DUTIES AND SALARY**

1. To be responsible for the management of a primary school.
2. To verify the appropriateness and relevance of the schemes of work and daily notes of Teachers/Senior Teachers, Educators (Primary), Mentors and Deputy Head Masters.
3. To supervise, guide all members of the staff (teaching and non-teaching) and Trainee Educators (Primary) posted to his school with the collaboration of officers of the Inspectorate Cadre and Deputy Head Masters.
4. To monitor the implementation of school curriculum.
5. To give on-the-job training to Deputy Head Masters on the administration and the management of a school.
6. To take part in refresher courses and other approved courses in Mauritius or abroad, as and when required.
7. To form part of educational committees and Curriculum Panels.
8. To deal with parents and other members of the public and generally to ensure the welfare of the children attending the school and to maintain good relations and contacts with the public through the Parent-Teacher’s Association.
9. To organise with the help of officers of the Inspectorate Cadre, school based staff development programmes for the teachers who need upgrading in a specific subject area.
10. To ensure, at school level, the smooth implementation of educational projects, pre-primary or pastoral care initiated by the Rodrigues Regional Assembly/Ministry of Education and Human Resources to enhance the quality of education and to promote greater equity in the system.
11. To enlist parental and community participation and support in the management of primary schools.
12. To ensure that the distribution of foodstuffs and other requisites is properly done.
13. To help in the preparation and running of examinations and tests in primary schools.
14. To conduct the inventory of school furniture, materials and equipment.
15. To monitor the implementation of the Literacy and Numeracy Programme.
16. To be responsible for the implementation of the Performance Management System.
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 Head Master in the roles ascribed to him.

The permanent and pensionable post carries salary in the following scales:

(i) Rs 25,925 x 750 – 29,675 x 900 – 34,175 x 1,200 – 37,775 x 1,500 – 45,275

(ii) Rs 27,425 x 750 – 29,675 x 900 – 34,175 x 1,200 – 37,775 x 1,500 – 48,275
(For those possessing Advanced Certificate in Educational Management or Diploma in Educational Management).

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.

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. 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

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

4. 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 Island Chief Executive, Chief Commissioner’s Office, Port Mathurin, Rodrigues not later than 3.15 p.m. on Thursday 14 August 2014.

IMPORTANT

The post which falls under the Establishment of the Rodrigues Regional Assembly is restricted for service in Rodrigues only. Any request for transfer or promotion to any similar or other posts in Mauritius will not be considered at any stage from any person who is selected for appointment.

Public Service Commission,
7, Louis Pasteur Street,
Forest-Side,
MAURITIUS.

Date: 24 July 2014