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

II. QUALIFICATIONS

A. By selection from among officers on the establishment of the Ministry who hold a substantive appointment and who possess a diploma in Personnel Management or Public Administration and Management or Management with specialisation in Human Resource Management or Public Administration and Management from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.

B. Candidates should -

(i) possess good organisational, interpersonal and communication skills;

(ii) have a good grasp of developments in the education sector;

(iii) have good knowledge of public relations; and

(iv) have innovative and creative capabilities.

Note

1. Candidates should produce written evidence of knowledge claimed.

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 inform the public on educational policies and activities of the Ministry.

2. To establish close links between the educational institutions and the community.

3. To enquire into representations and grievances received, submit reports thereon and follow up with appropriate divisions on remedial action taken.
4. To inquire into problems in schools and report to relevant zones and subsequently to the Ministry’s Headquarters, if required.

5. To conduct surveys related to education and compile data.

6. To assist in the organisation of official functions of the Ministry.

7. To process applications for use of school premises and equipment.

8. To submit annual reports including recommendations for improving Public Relations services dispensed in zones and at the Ministry’s Headquarters.

9. To act as Secretary to Committees, as and when required.

10. To provide information and guidance to Parent Teachers’ Associations.

11. To work in close collaboration with Parent Teachers’ Associations.

12. To process applications for grant in aid to Parent Teachers’ Associations.

13. To assist in the admission and transfer exercises for students of Forms I-IV and Lower VI.

14. To promote good relations with the public and other authorities.

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

16. 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 Liaison Officer/Senior Liaison Officer in the roles ascribed to him.

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 – 37,775 x 1,500 – 46,775 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.

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

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 24 July 2014.

Date: 04 July 2014

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