PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 14 OF 2013

Vacancy for Post of Inspector, Specialised Schools/Day Care Centres
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 Temporary Inspector, Specialised Schools/Day Care Centres in the Ministry.

II. QUALIFICATIONS

By selection from among officers in the grade of Head, Specialised Schools who reckon at least three years’ service in a substantive capacity in the grade and who -

(a) are dedicated to the cause of children with special needs;

(b) possess an outgoing personality with excellent communication, interpersonal, analytical and managerial skills;

(c) are tactful and proactive; and

(d) are well versed in administrative matters, academic needs as well as training needs of staff of specialised schools and integrated units.

III. ROLE AND RESPONSIBILITIES

To ensure efficient and effective implementation of government projects and programmes with a view to improving the process of quality education in Specialised Schools/Day Care Centres and the various Integrated Units operational in primary schools, Penal Institutions and Probation Hostels, Rehabilitation Centres, and Shelters for Women and Non-Governmental Organisations.

IV. DUTIES AND SALARY

1. To advise all Specialised Schools/Day Care Centres and the various Integrated Units operational in primary schools, Penal Institutions and Probation Hostels, Rehabilitation Centres, and Shelters for Women and Non-Governmental Organisations on all innovative programmes/policies to be implemented.

2. To supervise, inspect, report and apply corrective measures on the work of teachers and the government staff posted to the Specialised Schools/Day Care Centres and the various Integrated Units operational in primary schools, Penal Institutions and Probation Hostels, Rehabilitation Centres, Shelters for Women and Non-Governmental Organisations.

3. To supervise, inspect and report on utilisation of resources in specialised schools.
4. To be responsible for Staff Development Programmes, manpower assessment, technical assistance and training needs for the efficient discharge of Specialised Schools/Day Care Centres and Integrated Units.

5. To ensure the implementation of all educational programmes and projects aimed at enhancing the quality of education.

6. To formulate proposals for curriculum development in line with the aptitudes of children with impairments, evaluate curriculum materials produced and initiate remedial action.

7. To hold meetings, briefing sessions, workshops for the benefit of the teaching staff posted to Specialised Schools/Day Care Centres and the various Integrated Units operational in primary schools, Penal Institutions and Probation Hostels, Rehabilitation Centres, Shelters for Women and Non-Governmental Organisations.

8. To carry out system evaluations yearly and submit assessment reports.

9. To carry out networking among all Special Needs Schools.

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

11. 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 Inspector, Specialised Schools/Day Care Centres in the roles ascribed to him.

**Note**

The Inspector, Specialised Schools/Day Care Centres may be required to participate in courses locally or abroad as approved and arranged by the Ministry of Education and Human Resources.

The selected candidate who is appointed in a temporary capacity in the grade, will draw a flat salary of Rs 30,300 a month or retain the salary of his substantive post, whichever is the higher.

The permanent and pensionable post carries salary in scale Rs 30,300 x 900 – 33,000 x 1,200 – 36,600 x 1,500 – 45,600 a month.

**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 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.

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 20 May 2013**.

Date: 29 April 2013

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