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

II. QUALIFICATIONS

By selection from among officers in the grade of Educational Psychologist who reckon at least five years’ service in a substantive capacity in the grade and who –

(a) possess good organising and administrative skills;
(b) have excellent communication, interpersonal and leadership skills;
(c) are able to work under pressure; and
(d) are proactive and tactful.

III. ROLE AND RESPONSIBILITIES

To tender advice on and ensure promotion of policy formulation regarding the special educational/learning needs of students in the pre-primary, primary, secondary and vocational schools and ensure the successful implementation of programmes.

IV. DUTIES AND SALARY

1. To be responsible to the Director of the Zone for the following –

   (i) to advise on the formulation of policies relating to the improvement of special educational/learning needs of children;
   
   (ii) to plan, co-ordinate and monitor the work of Educational Psychologists and Educational Social Workers;
   
   (iii) to drive, organise, co-ordinate and supervise the work of Educational Psychologists and subordinate staff and secure relevant feedback as well as devise and develop programmes concerning the psychological well-being of students;
   
   (iv) to maintain relevant databases on students with special educational and behavioural needs for decision-making;
   
   (v) to ensure that parents’ sensitisation programmes, guidance and counselling sessions are implemented in the pre-primary, primary, secondary and vocational schools;
(vi) to liaise and work with other Ministries/Departments and institutions for follow-up action in connection with cases of needy children, referrals, counselling and provision of assistance to children at risk; and

(vii) to organise seminars and workshops relating to the psychological well-being of children.

2. To plan, develop and implement programmes concerning the psychological well-being of children.

3. To ensure the planning, monitoring and evaluation of all projects and programmes.

4. To undertake studies, surveys and research work to address the problems of school violence, absenteeism and drop-outs.

5. To monitor the work of Educational Psychologists in the preparation/adaptation of psychological tests and assessment tools for children.

6. To advise on staff training needs for the education sector.

7. To devise and participate in in-service courses and services on psychological matters.

8. To represent the Ministry on relevant committees.

9. To advise on matters pertaining to indiscipline in schools and children with psychological problems in 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 Senior Educational Psychologist in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 35,400 x 1,200 - 36,600 x 1,500 - 54,600 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 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.**

### 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 Thursday 18 April, 2013.**

Date 29 March 2013

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