

## **PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 5 OF 2021**

### **Vacancies for Post of Deputy Rector** **Ministry of Education, Tertiary Education, Science and Technology**

Applications are invited from qualified officers of the Ministry of Education, Tertiary Education, Science and Technology who wish to be considered for appointment as Deputy Rector in the Ministry.

#### **II. QUALIFICATIONS**

**A.** By selection from among officers in the grades of -

- (i) Senior Educator (Secondary); and
- (ii) Educator (Secondary) who –
  - (a) possess a Post Graduate Certificate in Education from a recognised institution or an equivalent qualification acceptable to the Public Service Commission and reckon at least 15 years' teaching experience in State Secondary Schools/ State Colleges acquired after obtention of the relevant qualifications required to cross the QB in their salary scale

OR

- (b) reckon at least 18 years' teaching experience in State Secondary Schools/ State Colleges acquired after obtention of the relevant qualifications required to cross the QB in their salary scale.

**B.** Candidates should -

- (i) possess good leadership skills;
- (ii) possess effective communication skills, both written and oral;
- (iii) possess organising and managerial skills;
- (iv) be able to motivate staff and students to achieve the highest level of attainment and performance; and
- (v) have a high level of integrity and the ability to exercise authority and command respect among stakeholders.

#### **III. ROLE AND RESPONSIBILITIES**

To assist in the implementation of educational policies in State Secondary Schools/State Colleges and the provision of quality education to students.

**IV. DUTIES AND SALARY**

1. To deputise for the Rector in his absence.
2. To assist the Rector in –
  - (i) the overall management of a State Secondary School/State College including Pre-vocational Education Stream;
  - (ii) preparing and implementing curricula, extra-curricular projects and activities in the School Development Plans;
  - (iii) the monitoring of performance of personnel and students;
  - (iv) the management of resources and staff; and
  - (v) the establishment of linkages with different stakeholders.
3. To participate in meetings with Heads of Departments.
4. To be responsible, in consultation with the Rector, for –
  - (i) conducting and controlling internal examinations;
  - (ii) preparing time-tables;
  - (iii) making arrangements for replacement of teachers;
  - (iv) verifying schemes of work including lesson plans, lesson notes and other preparations; and
  - (v) providing pedagogical guidance to all newly recruited teaching staff and monitoring their work.
5. To chair pedagogical committees set up in the State Secondary School/State College.
6. To advise and work in close consultation with the Rector and Quality Assurance Officers on matters connected with educational principles and practices, changes or improvements in curriculum, teaching methods and other areas and to assist in the implementation of changes and improvements in such areas as well as in remedial programmes.
7. To maintain discipline on the school compound.
8. To be responsible for all matters pertaining to the Parent Teachers Association.
9. To use ICT in the performance of his duties.

10. 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 Deputy Rector in the roles ascribed to him.

The permanent and pensionable post carries salary in scale of Rs 37,125 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 62,950 x 1,850 – 66,650 a month.

## V. MODE OF APPLICATION

1. Qualified candidates should submit their application electronically via the website of the Public Service Commission at the following address:

**<http://psc.govmu.org>**

2. Candidates are requested to follow the procedures that can be accessed through the **“How to Apply”** option on the above address.
3. Candidates **should** submit a printed copy of their Application Form, **duly signed**, through the Senior Chief Executive, Ministry of Education, Tertiary Education, Science and Technology.
4. For queries regarding **Username & Password**, the Government Online Centre (GOC) may be contacted on the e-mail address **[support@ncb.mu](mailto:support@ncb.mu)** or on phone number **454 9955**.
5. For **technical support and other queries**, the helpdesk of the Public Service Commission may be contacted on the e-mail address **[pdsc@govmu.org](mailto:pdsc@govmu.org)** or phone number **670 9705** or fax number **670 3417**.
6. Candidates are also advised to read carefully the **“NOTES AND INSTRUCTIONS FOR ONLINE APPLICATION (in response to PSC Circular Notes)”** before filling in the Application Form. Care should be taken to fill in the online Application Form correctly. **Incomplete, inadequate or inaccurate filling of the Application Form may entail elimination of the candidate.**

## VI. CLOSING DATE

Online Applications should be submitted **not later than 3.00 p.m. (local time) on Wednesday 10 March 2021**. Applications received after the specified closing date and time will **not** be considered.

**Date: 18 February 2021**

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