

PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 34 OF 2021

Vacancy for Post of Head, Specialised Schools **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 Head, Specialised Schools in the Ministry.

II. QUALIFICATIONS

By selection from among officers who reckon at least two years' service in a substantive capacity in the grade of Deputy Head, Specialised Schools and who –

- (i) possess sound communication and interpersonal skills;
- (ii) have a sense of responsibility and integrity; and
- (iii) have knowledge in curriculum matters.

III. ROLE AND RESPONSIBILITIES

To be responsible for creating an effective teaching and learning environment by making use of the human, physical and financial resources available in Specialised Schools.

IV. DUTIES AND SALARY

1. To be responsible for the –
 - (i) management and running of a specialised school;
 - (ii) admission and training of children with special needs;
 - (iii) implementation of the programme of studies;
 - (iv) preparation, conducting and reporting of examinations and assessments as well as monitoring the implementation of remedial education on the basis of examinations/assessments; and
 - (v) implementation of educational projects (school feeding programme, free transport, transport refund, assistive devices), as appropriate.
2. To assist in the examination and in the therapy of children and to ensure follow-up.

3. To train teachers, voluntary workers as well as the Educators (SEN) and Deputy Heads, Specialised Schools and other staff working under his responsibility.
4. To inspect –
 - (i) the scheme of work, record of work, work plan and daily notes of teachers; and
 - (ii) the record of performance of pupils.
5. To exercise control on the planning and carrying out of the Individualised Educational/Vocational Programme.
6. To give assistance to the Inspector, Specialised Schools/Day Care Centres in ensuring the proper management of Specialised Schools.
7. To form part of education committees and curriculum panels of the Ministry.
8. To deal with parents and other members of the public so as to ensure the welfare of the children attending the school and maintain good relations and contacts with the public through the Parent Teachers Association.
9. To organise development programmes for the teachers.
10. To give guidance to parents in education and training of their children.
11. To monitor and to report on the progress/performance of pupils.
12. To give pastoral care to pupils in consultation with all stakeholders.
13. To monitor the work and report on the staff under his responsibility.
14. To attend seminars and refresher courses as appropriate, as and when required.
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 Head, Specialised Schools in the roles ascribed to him.

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

- (i) Rs 29,400 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 48,425 a month
- (ii) Rs 30,950 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 49,950 a month [for those possessing Diploma (SEN)]
- (iii) Rs 30,950 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 51,575 a month [for those possessing Advanced Certificate in Educational Management or Diploma in Educational Management].

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 Public Service, Administrative and Institutional 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 Commissions/ 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, Tertiary Education, Science and Technology.
3. This circular together with the Application Form (PSC Form 7) are available on the website of the Public Service Commission at **<https://psc.govmu.org>**
4. Acknowledgement of applications will be made, as far as possible, by **e-mail**. Candidates are, therefore, advised to submit their e-mail address.
5. Candidates are also 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 candidate.**

VI. CLOSING DATE

Application Forms should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side, **not later than 15 00 hours (local time) on Tuesday 21 September 2021.** Application Forms received after the specified closing date and time will **not** be considered.

Date: 01 September 2021

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