

PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 53 OF 2021

Vacancy for Post of Head, SEN Resource Centres **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, SEN Resource Centres in the Ministry.

II. QUALIFICATIONS

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

- (i) possess sound communication and interpersonal skills;
- (ii) have the ability to lead and motivate teams of officers; and
- (iii) have a sense of responsibility and integrity.

III. ROLE AND RESPONSIBILITIES

To be responsible for creating an effective environment to support teaching and learning by making use of the human, physical and financial resources available in Special Education Needs and Resource Development Centres.

IV. DUTIES AND SALARY

1. To be responsible for the –
 - (i) overall management and administration of SEN Resource Development Centres;
 - (ii) setting up of resource rooms and keeping them equipped and functional throughout the year;
 - (iii) supervision of the model school attached to the Centre; and
 - (iv) admission and referral of cases to specialised institutions.
2. To monitor the work and report on the staff working under his responsibility.
3. To organise development programme and train Deputy Heads, teaching and non-teaching staff and voluntary workers in the SEN sector.
4. To ensure the judicious use of equipment and resources.
5. To work out an annual Development Plan and the annual budget.
6. To form part of educational committees and curriculum panels and other relevant committees of the Ministry.

7. To deal with parents and other members of the public so as to ensure the welfare of the children attending the Centre.
8. To provide counselling and guidance to parents in education and training of their children.
9. To give pastoral care to pupils in consultation with stakeholders.
10. To assist in the examination and in the therapy of children and ensure follow-up.
11. To develop and exercise control on the Individual Education Plan (IEP) for each pupil in collaboration with the multidisciplinary team based at the SEN Resource Development Centres.
12. To maintain relevant database on therapies provided and performance of pupils referred to SEN Resource Development Centres.
13. To conduct regular assessment of pupils referred to the SEN Resource Development Centre and to submit report thereon.
14. To set up and manage the website of Special Education Needs Centres.
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, SEN Resource Centres in the roles ascribed to him.

Note

Heads, SEN Resource Centres may be required to attend seminars and refresher courses as appropriate, as and when required.

The permanent and pensionable post carries salary in scale as follows:

- (i) Rs 31,525 x 825 – 35,650 x 900 – 37,450 x 950 – 42,200 x 1,300 – 46,100 x 1,575 – 49,250 x 1,650 – 54,200 a month
- (ii) Rs 33,175 x 825 – 35,650 x 900 – 37,450 x 950 – 42,200 x 1,300 – 46,100 x 1,575 – 49,250 x 1,650 – 54,200 x 1,700 – 55,900 a month [for those possessing Diploma in Special Education Needs]
- (iii) Rs 33,175 x 825 – 35,650 x 900 – 37,450 x 950 – 42,200 x 1,300 – 46,100 x 1,575 – 49,250 x 1,650 – 54,200 x 1,700 – 57,600 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 Thursday 25 November 2021.** Application Forms received after the specified closing date and time will **not** be considered.

Date: 05 November 2021

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