

MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 79 OF 2021

Vacancy for Post of Director of Education, Rodrigues Regional Assembly
Rodrigues Regional Assembly (Education)

Applications are invited from qualified candidates who wish to be considered for employment as Director of Education, Rodrigues Regional Assembly on a **contractual basis** in the Rodrigues Regional Assembly (Education) for an initial period of two years, which may be renewed thereafter.

II. AGE LIMIT

Candidates should not have reached their **65th** birthday by the closing date for the submission of applications.

III. QUALIFICATIONS

Candidates should –

- (i) possess a Master's Degree in Education Management from a recognised institution or an equivalent qualification acceptable to the Public Service Commission;
- (ii) reckon at least 10 years' experience in the field of Education;
- (iii) have knowledge and expertise to provide leadership in any one of the following technical areas –
 - (a) Secondary Education;
 - (b) Technical, Vocational Education and Training;
 - (c) Tertiary Education;
 - (d) Curriculum Research and Development;
 - (e) Science and Technology (including ICT);
 - (f) Research and Planning; and
 - (g) School Management Services.
- (iv) have the drive to achieve quality education to adapt to new technologies and be in the forefront of technological innovation;
- (v) possess excellent analytical skills and be able to adopt a multi-disciplinary approach to problem-solving;
- (vi) have the ability to think proactively, critically and strategically;

- (vii) possess excellent leadership, administrative, managerial, communication and interpersonal skills;
- (viii) have highest commitment to achieve the strategic objectives falling under his responsibility;
- (ix) have the ability to be flexible and work collaboratively within a high pressure office; and
- (x) be computer literate.

NOTE

1. Candidates should produce written evidence of experience/knowledge claimed.
2. **The onus for the submission of written evidence of experience/knowledge claimed and equivalence of qualification (if applicable) from the relevant authorities (Higher Education Commission or Mauritius Qualifications Authority) rests on the candidates. Applications will not be considered in case of non-submission of written evidence of experience/knowledge claimed and Equivalence Certificate, as appropriate, by the closing date.**
3. Candidates may be required to take part in a written examination.
4. The Commission reserves the right:
 - (i) to convene **only** the best qualified candidates for interview; and
 - (ii) not to make any appointment following this advertisement.

IV. ROLE AND RESPONSIBILITIES

To be responsible for designing and implementing educational reforms, plans and strategies for the development of the Education Sector in Rodrigues with focus on quality, relevance, equity and achievement of all learners.

V. DUTIES

1. To provide support to the Departmental Head of the Commission responsible for the Education Sector.
2. To be responsible for the efficient and effective management of resources under his control for the implementation of projects.
3. To prepare development plan and to effectively monitor its implementation.

4. To carry out research pertaining to his areas of competences/responsibilities in order to better advise on policy matters.
5. To review regularly educational objectives, policies and programmes and formulate necessary improvements and changes, to meet modern trends in education.
6. To co-ordinate and monitor the implementation of all educational policies and programmes.
7. To identify training needs in respect of his sector.
8. To establish linkages with external partners (local, national and international) to obtain their collaborative support in the smooth running of projects and programmes.
9. To ensure the optimal utilisation of resources in Educational Institutions and monitor actions taken to ensure quality standards following reports from the Quality Assurance Division of the Ministry of Education and Human Resources, Tertiary Education and Scientific Research.
10. To allocate responsibilities to the various departments under his control.
11. To prepare budget for education programmes and monitor expenditure in line with the Budget Estimates.
12. To work closely with other departments/sections of the Commission to ensure a cohesive, holistic and specialised approach to the development of education.
13. To be responsible for the promotion of teaching of Science, Information and Communication Technology, Vocational and Technical subjects in schools.
14. To ensure that the Commission responsible for the Education Sector is kept up-to-date with the latest educational trends.
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 Director of Education, Rodrigues Regional Assembly in the roles ascribed to him.

VI. SALARY, TERMS AND CONDITIONS OF EMPLOYMENT

The selected candidate will be offered **either assignment of duties** against the vacancy, if he is a serving officer **or contract employment**, if he is not in the Public Service.

The terms and conditions are as follows:-

A. Assignment of duties

A public officer on permanent and pensionable establishment assigned the duties of Director of Education, Rodrigues Regional Assembly in the Rodrigues Regional Assembly (Education) will be eligible for an allowance equivalent to:-

- (i) the difference between the initial salary of the post of Director of Education, Rodrigues Regional Assembly and the salary drawn by the incumbent in his substantive post provided the allowance is not less than three increments worth at the incremental point reached in the substantive post;

OR

- (ii) three increments worth at the incremental point reached in the substantive post provided the total emoluments of the officer are not less than the initial salary and not more than the maximum salary of the higher post.

The officer will benefit from all privileges attached to the post in accordance with the regulations governing employment in the Public Service.

B. Contract Employment

1. **Salary:** Negotiable in the range of Rs 52,550 to Rs 85,250 a month taking into account the officer's post qualification experience in line with the recommendation of the PRB Reports 2021.
2. **Travelling Allowance:** In accordance with regulations in force.
3. **Leave:**
 - (a) **Sick Leave:** At the rate of 21 working days for every year of contract. Sick leave is not accumulative and is not convertible into cash.
 - (b) **Annual Leave:** At the rate of 21 working days for every year of contract. Annual leave not taken may be cashed at the end of every year of contract or may be accumulated.

4. **Passage Benefits:** At the rate of 5% of the annual salary drawn. No passage benefits will be earned during the 21 days annual leave whether taken or cashed.
5. **Gratuity:** A gratuity at the rate of two months' salary on completion of twelve months' satisfactory service.
6. **Termination of Contract**
 - (a) The Government may at any time, terminate the employment of the officer by giving one month's notice in writing or by paying one month's salary.
 - (b) The officer may resign from his employment by giving one month's notice in writing or by paying one month's salary to the Government.
 - (c) Should the officer, in any manner misconduct himself, the Government may terminate his employment forthwith and thereupon all the rights and advantages reserved shall cease.

C. If selected candidate is not permanently domiciled in Rodrigues

1. **Accommodation:**

A furnished quarters with basic heavy furniture or a rent allowance of Rs 8,000 and Rs 12,000 a month for single and married officers respectively.
2. **Transport of personal effects and motor vehicle:**
 - (a) Free transport by sea of personal effects to the extent of six cubic metres; and
 - (b) free transport by sea of motor vehicle provided the total volume of (a) and (b) does not exceed 12 cubic metres.
3. **Passages:**

One free passage to Rodrigues for self, spouse and up to three children under the age of twenty-one on assumption of duty and from Rodrigues on expiry of the contract.

VII. FRINGE BENEFITS

The Director of Education, Rodrigues Regional Assembly on drawing salary at the rate of Rs 54,200 is entitled to the following benefits as per the provisions made in the 2021 PRB Report:-

- (a) 100% duty remission for the purchase of a car with petrol engine capacity of up to 1500 c.c. once every seven years; or a monthly car allowance of Rs 3,980 in lieu of duty remission in accordance with Paragraph 16.2.15(3) of the 2021 PRB Report volume I;

An officer employed on a contract/gratuity basis -

- (i) who opt for duty exemption on a car or a monthly car allowance in lieu thereof should exercise the option at the beginning of the contract. The option for car allowance once exercised would be irrevocable for the duration of the first contract and may be reviewed upon renewal of his contract;
 - (ii) who has opted for the monthly car allowance in lieu of the duty exemption facilities would not benefit from duty exemption until the expiry of the first contract; and
 - (iii) a retired public officer who has benefited from duty exemption on a car and subsequently qualifies for same, by virtue of employment on contract, should not be allowed to purchase another duty free car within a period of seven years, whichever is applicable, as from the date of first registration of the last duty exempted car in Mauritius.
- (b) loan facilities for the first purchase of a car equivalent to 21 months' salary with interest at the rate of 3% per annum, refundable in 84 monthly instalments; and
- (c) a monthly travelling allowance of Rs 12,000 or mileage at the rate of Rs 6.60 per km in excess of 800 km together with a monthly commuted allowance of Rs 3,260 in case the officer performs official travelling during the month in accordance with Paragraph 16.2.68 2(ii) of the 2021 PRB Report.

VIII. 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. Candidates already in the service **should** submit their application in **duplicate**, the original to be sent directly to the Secretary, Public Service Commission and the duplicate through their respective Supervising Officer/Responsible Officer.
3. This advertisement 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.**

IX. 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 16 December 2021.** Application Forms received after the specified closing date and time will **not** be considered.

Date: 26 November 2021

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