

PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 2 OF 2022

Vacancies for Post of Headmaster
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 Headmaster in the Ministry.

II. QUALIFICATIONS

A. By selection from among officers who hold a substantive appointment in any of the following grades –

- (i) Deputy Headmaster;
- (ii) Mentor;
- (iii) Health and Physical Education Instructor

and who possess a diploma in Educational Management from a recognised institution or an equivalent qualification acceptable to the Public Service Commission; and

(iv) Primary School Educator who reckon –

(a) at least 18 years' service in a substantive capacity in their respective grade and who possess a diploma in Educational Management from a recognised institution or an equivalent qualification acceptable to the Public Service Commission

or

(b) at least 12 years' service in a substantive capacity in their respective grade and who possess –

- (i) a diploma in Educational Management; and
- (ii) a degree from a recognised institution

or equivalent qualifications to (iv) (b) (i) and (iv) (b) (ii) above acceptable to the Public Service Commission.

B. Candidates should –

- (i) possess sound communication skills; and
- (ii) have the ability to lead and motivate teams of officers.

NOTE

The onus for the submission of 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 Equivalence Certificate, as appropriate, by the closing date.

III. ROLE AND RESPONSIBILITIES

To be responsible for creating a qualitative teaching and learning environment by making optimal use of the human, physical and financial resources available in Primary Schools.

IV. DUTIES AND SALARY

1. To be responsible for the management of a Primary School.
2. To verify the appropriateness and relevance of the schemes of work and daily notes of Primary School Educators, Mentors, Deputy Headmasters and Deputy Head Teachers (Oriental Languages).
3. To supervise, guide all members of the staff (teaching and non-teaching) and Trainee Primary School Educators posted to his school with the collaboration of officers of the Inspectorate Cadre, Deputy Headmasters and Deputy Head Teachers (Oriental Languages).
4. To monitor the implementation of school curriculum.
5. To give on-the-job training to Deputy Headmasters and Deputy Head Teachers (Oriental Languages) on the administration and the management of a school.
6. To take part in refresher courses and other approved courses in Mauritius or abroad, as and when required.
7. To form part of educational committees and Curriculum Panels.
8. To deal with parents and other members of the public and generally to ensure the welfare of the children attending the school and to maintain good relations and contacts with the public through the Parent-Teachers Association.
9. To organise with the help of officers of the Inspectorate Cadre, school based staff development programmes for the teachers who need upgrading in a specific subject area.
10. To ensure, at school level, the smooth implementation of educational projects, pre-primary or pastoral care initiated by the Ministry to enhance the quality of education and to promote greater equity in the system.

11. To enlist parental and community participation and support in the management of primary schools.
12. To ensure that the distribution of foodstuffs and other requisites is properly done.
13. To help in the preparation and running of examinations and tests in primary schools.
14. To conduct the inventory of school furniture, materials and equipment.
15. To monitor the implementation of the Literacy and Numeracy Programme.
16. To use ICT in the performance of his duties.
17. 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 Headmaster in the roles ascribed to him.

The permanent and pensionable post carries salary in scale:

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; or

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 Tuesday 22 February 2022.** Application Forms received after the specified closing date and time will **not** be considered.

Date: 02 February 2022

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