

PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 53 OF 2022

Vacancy for Post of Liaison Officer/Senior Liaison Officer 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 Liaison Officer/Senior Liaison Officer in the Ministry.

II. QUALIFICATIONS

- A. By selection from among officers on the establishment of the Ministry who hold a substantive appointment and who possess a diploma in Personnel Management or Public Administration and Management or Management with specialisation in Human Resource Management or Public Administration and Management from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.
- B. Candidates should –
- (i) possess good organisational, interpersonal and communication skills;
 - (ii) have a good grasp of developments in the education sector;
 - (iii) have good knowledge of public relations; and
 - (iv) have innovative and creative capabilities.

NOTE

1. Candidates should produce written evidence of knowledge claimed.
2. **The onus for the submission of written evidence of 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 knowledge claimed and Equivalence Certificate, as appropriate, by the closing date.**

III. DUTIES AND SALARY

1. To inform the public on educational policies and activities of the Ministry.
2. To establish close links between the educational institutions and the community.

3. To enquire into representations and grievances received, submit reports thereon and follow up with appropriate divisions on remedial action taken.
4. To inquire into problems in schools and report to relevant zones and subsequently to the Ministry's Headquarters, if required.
5. To conduct surveys related to education and compile data.
6. To assist in the organisation of official functions of the Ministry.
7. To process applications for use of school premises and equipment.
8. To submit annual reports including recommendations for improving Public Relations services dispensed in zones and at the Ministry's Headquarters.
9. To act as Secretary to Committees, as and when required.
10. To provide information and guidance to Parent Teachers' Associations.
11. To work in close collaboration with Parent Teachers' Associations.
12. To process applications for grant in aid to Parent Teachers' Associations.
13. To assist in the admission and transfer exercises for students of Forms I – IV and Lower VI.
14. To promote good relations with the public and other authorities.
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 Liaison Officer/Senior Liaison Officer in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 21,850 x 375 – 22,225 x 400 – 23,425 x 525 – 26,050 x 675 – 27,400 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.

IV. MODE OF APPLICATION

1. Qualified candidates should submit their application **electronically** via the website of the Public Service Commission at the following address: <https://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** also 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 and Password**, the Government Online Centre (GOC) may be contacted on the e-mail address **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** 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.**

V. CLOSING DATE

Online Applications should be submitted **not later than 15 00 hours (local time) on Wednesday 10 August 2022**. Applications received after the specified closing date and time will **not** be considered.

Date: 21 July 2022

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