

PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 57 OF 2022

Vacancies for Post of Administrator (Education) **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 Administrator (Education) in the Ministry.

II. QUALIFICATIONS

A. By selection from among officers in the grades of –

- (a) Rector; and
- (b) Deputy Rector who reckon at least three years' service in a substantive capacity in the grade.

B. Candidates should –

- (a) be proactive and have the ability to work under pressure;
- (b) have sound interpersonal and communication skills;
- (c) contribute to knowledge management and the transfer of knowledge; and
- (d) have the ability to work in a multi-disciplinary team.

III. ROLE AND RESPONSIBILITIES

To promote and supervise educational programmes and projects in schools and zones for the provision of quality education.

IV. DUTIES AND SALARY

1. To assist the Directors and Assistant Directors in –

- (a) matters of educational principles and practices at all levels and for promoting, supervising and administering educational programmes and projects;
- (b) the implementation of policies and decisions for effective school management;
- (c) the preparation of briefs, research papers and reports;
- (d) the proper and effective management of schools;
- (e) optimum utilisation of human, material and financial resources in schools;

- (f) ensuring that the pedagogical, physical and infrastructural needs of schools are met;
 - (g) ensuring the proper maintenance of all facilities within the school premises;
 - (h) promoting Information and Communication Technology (ICT) in education;
 - (i) developing and planning training programmes; and
 - (j) ensuring professional development of personnel.
2. To carry out surveys/research work including Training Needs Analysis.
 3. To carry out *inter-alia* admission exercise, transfer exercise, resumption of studies and Procurement and Supply duties in line with established procedures.
 4. To ensure that appropriate norms and standards are met.
 5. To use ICT in the performance of his duties.
 6. 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 Administrators (Education) in the roles ascribed to them.

The permanent and pensionable post carries salary in scale Rs 52,550 x 1,650 – 54,200 x 1,700 – 64,400 x 1,800 – 69,800 x 2,000 – 75,800 x 2,150 – 82,250 a month.

V. 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.**

VI. CLOSING DATE

Online Applications should be submitted **not later than 15 00 hours (local time) on Tuesday 23 August 2022.** Applications received after the specified closing date and time will **not** be considered.

Date: 03 August 2022

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