

## **PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 92 OF 2022**

### **Vacancy for Post of Assistant Director (Primary)** **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 Assistant Director (Primary) in the Ministry.

#### **II. QUALIFICATIONS**

By selection from among officers in the grade of Principal School Inspector who reckon at least two years' service in a substantive capacity in the grade and who –

- (i) have sound knowledge of educational matters in pre-primary and primary sectors;
- (ii) possess administrative and organising abilities;
- (iii) have managerial capabilities;
- (iv) have the capacity to lead, motivate and interact effectively with teams of officers; and
- (v) possess sound communication skills.

#### **III. ROLE AND RESPONSIBILITIES**

To oversee the proper functioning of the primary sector with a view to imparting quality education, to keep abreast of latest trends/development in School Management/Pedagogy and to customise relevant best practices obtained internationally.

#### **IV. DUTIES AND SALARY**

1. To be responsible for the proper management of schools.
2. To be responsible for the setting up of norms and standards for schools and to devise appropriate mechanisms for implementation.
3. To control and supervise the work of staff under his responsibility.
4. To establish plans for inspection work at all levels.
5. To ensure the planning, monitoring and evaluation of all projects and programmes related to teaching and learning.

6. To ensure that proper advice and guidance are given to Heads of Schools and teaching staff in order to improve the standards of learning and teaching.
7. To identify and carry out training programmes for teaching staff in educational institutions.
8. To provide sound advice for the review of educational objectives and policies to meet modern trends in education.
9. To advise on Curriculum Development and assist in the review of curriculum.
10. To provide feedback on –
  - (a) the educational standards achieved in schools;
  - (b) the utilisation of resources in schools; and
  - (c) any action taken following report by School Inspectors and Senior School Inspectors.
11. To arrange for the production of annual reports on schools.
12. To use ICT in the performance of his duties.
13. 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 Assistant Director (Primary) in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 68,000 x 1,800 – 69,800 x 2,000 – 75,800 x 2,150 – 82,250 x 3,000 – 88,250 x 3,125 – 94,500 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 Monday 06 February 2023**. Applications received after the specified closing date and time will **not** be considered.

**Date: 17 January 2023**

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