

PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 56 OF 2023

Vacancies for Post of Assistant School Superintendent **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 School Superintendent in the Ministry.

II. QUALIFICATIONS

By selection from among officers in the grade of School Clerk who reckon at least four years' service in a substantive capacity in the grade.

III. DUTIES AND SALARY

The Assistant School Superintendent is posted either to a primary school or a secondary school and is required to perform the following duties -

A. General

1. To supervise, monitor and co-ordinate the work of School Clerks.
2. To assist in the registration of admission to schools.
3. To follow-up on requests for textbooks, materials and other items and monitor the distribution thereof.
4. To indent and arrange for the collection of stores items for same to be made available at the school, whenever required.
5. To ensure that records, statistical data, inventory, accounts, stores items under his responsibility are properly and safely kept.
6. To maintain up-to-date records of staff including leave records, late arrivals and early departures, movement and changes in posting of staff.
7. To assist the Parent-Teachers Association in the management of the school canteen.
8. To attend all Parent-Teachers Association meetings and help in any extra curricular activities, as and when required.
9. To act as secretary to meetings.

10. To provide support to the head of the school in the general administration or in any other areas including -
 - (a) drafting of letters/replies; and
 - (b) implementation of decisions.
11. To record complaints of parents and visitors, and direct same to appropriate quarters for remedial action to be taken.
12. To distribute certificates, results and timetables to students.
13. To assist the head of the school in the implementation of the Performance Management System in order to achieve the objectives outlined in the School Development Plan.
14. To assist in the maintenance of discipline in schools and handling matters regarding injuries and sickness of pupils.
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 Assistant School Superintendent in the roles ascribed to him.

B. When posted to a Primary School, to perform additionally the following duties

1. To monitor the work on physical infrastructure and the maintenance of school premises.
2. To run the school library and the multi-media laboratory.
3. To assist in orderly duties and in the dispensing of first aid.
4. To plan and monitor the duties of employees of the Workmen's Group.

C. When posted to a State Secondary School, to perform additionally the following duties

1. To assist the School Superintendent in matters pertaining to human resource, finance, procurement and supply and the general administration of the school.

2. To assist the Rector in maintaining discipline, both inside and outside the school.
3. To ensure that cleaning works are being done to the satisfaction of the Rector.
4. To collect examination fees.
5. To keep imprest accounts.

Note

Assistant School Superintendents will be required to work during school vacations.

The permanent and pensionable post carries salary in scale Rs 19,850 x 325 – 21,475 x 375 – 22,225 x 400 – 23,425 x 525 – 26,050 x 675 – 27,400 x 825 – 35,650 x 900 – 37,450 a month.

IV. 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.**

V. 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 Wednesday 02 August 2023.** Application Forms received after the specified closing date and time will **not** be considered.

Date: 13 July 2023

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