

PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 78 OF 2023

Vacancies for Post of School Superintendent
Ministry of Education, Tertiary Education, Science and Technology

Applications are invited from qualified officers who wish to be considered for appointment as School Superintendent in the Ministry of Education, Tertiary Education, Science and Technology.

II. QUALIFICATIONS

- A. By selection from among officers who hold appointment in a substantive capacity in any of the following grades –
- (i) Higher Executive Officer;
 - (ii) Office Management Assistant who reckon at least three years' service in the grade; and
 - (iii) Assistant School Superintendent who reckon at least three years' service in the grade.
- B. Candidates should -
- (i) possess good leadership and managerial skills;
 - (ii) be committed and reliable;
 - (iii) be able to meet tight deadlines and take initiatives;
 - (iv) possess good interpersonal and communication skills;
 - (v) have a knowledge of first aid; and
 - (vi) be computer literate with knowledge of office package.

Candidates should produce written evidence of knowledge claimed.

NOTE

Selected candidates will be required to follow a work related Certificate course in School Management, as approved and arranged by the Ministry of Education, Tertiary Education, Science and Technology. Upon successful completion of the course, School Superintendents will be allowed to progress beyond the Qualification Bar (QB) provided in the salary scale for the post.

III. ROLE AND RESPONSIBILITIES

To assist in the effective management of State Secondary School/State College and the optimum and efficient delivery of service.

IV. DUTIES AND SALARY

1. To assist the Rector or head of State Secondary School/State College in –
 - (i) all matters pertaining to human resource, finance, procurement and supply required to be attended to at State Secondary School/State College level;
 - (ii) the general administration and the day-to-day running of the State Secondary School/State College;
 - (iii) supervising the work of supporting staff in the State Secondary School/State College;
 - (iv) planning, organising and supervising the work of employees of the Workmen's Group;
 - (v) ensuring collectively the implementation of projects in line with the Ministry's Budget and Performance Management System;
 - (vi) helping in the consolidation of links with the community, Parent-Teacher Association and other stakeholders for improving school administration and performance;
 - (vii) supporting the implementation of school policies in line with approved school development plan;
 - (viii) organising official functions and other school activities, as and when required; and
 - (ix) the preparation of time-tables and in matters regarding classroom allocation.
2. To ensure that the school premises, furniture and equipment are properly maintained and inventories are regularly updated.
3. To oversee the school infrastructure and make arrangements for maintenance and repair.

4. To liaise with Safety and Health Officer/Senior Safety and Health Officers covering the State Secondary School/State College for a hazard-free environment at all times.
5. To act as the liaison between the Rector or head of a State Secondary School/State College and responsible parties/stakeholders and other institutions providing necessary services to State Secondary Schools/State Colleges.
6. To represent the school in committees, as and when required.
7. To ensure that arrangements are made for the smooth running of internal and external examinations and other functions.
8. To support the Rector or head of State Secondary School/State College in maintaining discipline, both inside and outside school premises.
9. To liaise with the National Land Transport Authority in connection with the issue of identity cards to students and to monitor the exercise.
10. To supervise and monitor implementation and use of the e-register system in State Secondary School/State College.
11. To counsel students on non-pedagogical issues such as date of examinations, entry for examinations and fees payable.
12. To provide pastoral care and to look after the general welfare of students including sick students.
13. To maintain and update records of attendance of students (absences and lateness), students report books and mark lists.
14. To monitor detention classes.
15. To perform data capture operations in computerised systems and to ensure that databases are updated and maintained.
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 School Superintendent in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 29,875 x 825 – 35,650 x 900 – 37,450 x 950 – 42,200 x 1,300 – 46,100 x 1,575 – 49,250 QB 50,900 x 1,650 – 52,550 a month.

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 their respective Supervising Officer/Responsible Officer.
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 Thursday 19 October 2023**. Application Forms received after the specified closing date and time will **not** be considered.

Date: 29 September 2023

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