

MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 137 OF 2023

**Vacancies for Post of Quality Assurance Officer/
Senior Quality Assurance Officer
Ministry of Education, Tertiary Education, Science and Technology**

Applications are invited from qualified candidates who wish to be considered for appointment as Quality Assurance Officer/Senior Quality Assurance Officer in the Ministry of Education, Tertiary Education, Science and Technology.

II. AGE LIMIT

Candidates, unless already in the Service, should not have reached their **45th** birthday by the closing date for the submission of applications.

III. QUALIFICATIONS

1. Candidates should possess –

- A.** a Cambridge Higher School Certificate or passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level”;
- B.** a degree or joint degree from a recognised institution; and
- C.** a Master’s Degree from a recognised institution.

OR

Equivalent qualifications to **A**, **B** and **C** above acceptable to the Public Service Commission.

2. Candidates should –

- (i) reckon an aggregate of at least ten years’ experience in Teaching or Teacher Training or Curriculum Development or School Development/Inspection in a large institution/department at secondary level in the Education Sector;
- (ii) be computer literate;
- (iii) possess good leadership, management, communication and interpersonal skills;

- (iv) possess good analytical skills and have the ability to think proactively;
- (v) have knowledge in national and international educational norms and standards;
- (vi) have experience in quality audit, preferably in the Education Sector; and
- (vii) be of high level trust, integrity and accountability.

Note

Qualification at **1.A** above should have been obtained prior to qualification at **1.B** above and qualification at **1.B** above should have been obtained prior to qualification at **1.C** above. However, candidates who, as at 30 June 2008, did not possess the qualification at **1.A** above but who possess the qualifications at **1.B** and **1.C** above, will also be considered provided they hold –

- (a) a Cambridge School Certificate or passes obtained on one certificate at the General Certificate of Education “Ordinary Level” either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject or an equivalent qualification acceptable to the Public Service Commission; and
- (b) a PhD or a second Master’s Degree or a postgraduate diploma from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.

Qualification at (a) under **‘Note’** should have been obtained prior to qualifications at **1.B** and **1.C** above and at (b) under **‘Note’**.

NOTE

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

3. Candidates may be required to take part in a written examination.
4. The Commission reserves the right:
 - (i) to convene **only** the best qualified candidates for interview; and
 - (ii) not to make any appointment following this advertisement.

IV. DUTIES AND SALARY

1. To carry out system evaluation and submit reports to the Assistant Director (Quality Assurance).
2. To assist on curriculum panels and evaluate curricular materials.
3. To ensure maximum utilisation of resources in schools.
4. To tender pedagogical advice to teachers/educators.
5. To assist in staff development programmes and report on status of teaching and learning on different disciplines in schools.
6. To assist in the setting up of appropriate mechanisms for the successful implementation of quality assurance in schools.
7. To ensure that schools under his responsibility are effectively performing their self assessment according to the framework of indicators.
8. To set standards and benchmarks for subject areas.
9. To carry out inspection in classes for the professional development of Educators (Secondary) and identify training needs.
10. To report on the quality of management and leadership in schools.
11. To oversee the implementation of the Programme Based Budgeting and Performance Management System so as to identify gaps and provide advice.
12. To evaluate curriculum materials produced.
13. To liaise with relevant sections and institutions for staff development programmes.
14. To act as link between the Ministry and schools.

15. To mount in-service training courses in quality assurance in areas relevant to education.
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 Quality Assurance Officer/Senior Quality Assurance Officers in the roles ascribed to them.

The permanent and pensionable post carries salary in scale Rs 39,350 x 950 – 42,200 x 1,300 – 46,100 x 1,575 – 49,250 x 1,650 – 54,200 x 1,700 – 64,400 x 1,800 – 69,800 x 2,000 – 73,800 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. Candidates already in the service **should** submit their Application Form **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 advertisement 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 26 October 2023.** Application Forms received after the specified closing date and time will **not** be considered.

Date: 06 October 2023

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