

Vacancies for Post of Head, SEN Resource Centres
Ministry of Education and Human Resource

Applications are invited from qualified officers of the Ministry of Education and Human Resource who wish to be considered for appointment as Head, SEN Resource Centres in the Ministry.

II. QUALIFICATIONS

By selection from among officers in the grade of Deputy Head, Specialised Schools who reckon at least two years' service in a substantive capacity in the grade and who –

- (i) possess sound communication and interpersonal skills;
- (ii) have the ability to lead and motivate teams of officers; and
- (iii) have a sense of responsibility and integrity.

III. ROLE AND RESPONSIBILITIES

To be responsible for creating an effective environment to support teaching and learning by making use of the human, physical and financial resources available in Special Education Needs and Resource Development Centres.

IV. DUTIES AND SALARY

1. To be responsible for the –
 - (i) overall management and administration of SEN Resource Development Centres;
 - (ii) setting up of resource rooms and keeping them equipped and functional throughout the year;
 - (iii) supervision of the model school attached to the Centre; and
 - (iv) admission and referral of cases to specialised institutions.
2. To monitor the work and report on the staff working under his responsibility.
3. To organise development programme and train Deputy Heads, teaching and non-teaching staff and voluntary workers in the SEN sector.
4. To ensure the judicious use of equipment and resources.
5. To work out an annual Development Plan and the annual budget.

6. To form part of educational committees and curriculum panels and other relevant committees of the Ministry.
7. To deal with parents and other members of the public so as to ensure the welfare of the children attending the Centre.
8. To provide counselling and guidance to parents in education and training of their children.
9. To give pastoral care to pupils in consultation with stakeholders.
10. To assist in the examination and in the therapy of children and ensure follow-up.
11. To develop and exercise control on the Individual Education Plan (IEP) for each pupil in collaboration with the multidisciplinary team based at the SEN Resource Development Centres.
12. To maintain relevant database on therapies provided and performance of pupils referred to SEN Resource Development Centres.
13. To conduct regular assessment of pupils referred to the SEN Resource Development Centre and to submit report thereon.
14. To set up and manage the website of Special Education Needs Centres.
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 Head, SEN Resource Centres in the roles ascribed to him.

Note

Heads, SEN Resource Centres may be required to attend seminars and refresher courses as appropriate, as and when required.

The permanent and pensionable post carries salary in the following scales:

- (i) Rs 31,525 x 825 – 35,650 x 900 – 37,450 x 950 – 42,200 x 1,300 – 46,100 x 1,575 – 49,250 x 1,650 – 54,200 a month
- (ii) Rs 33,175 x 825 – 35,650 x 900 – 37,450 x 950 – 42,200 x 1,300 – 46,100 x 1,575 – 49,250 x 1,650 – 54,200 x 1,700 – 55,900 a month
[For those possessing Diploma in Special Education Needs]
- (iii) Rs 33,175 x 825 – 35,650 x 900 – 37,450 x 950 – 42,200 x 1,300 – 46,100 x 1,575 – 49,250 x 1,650 – 54,200 x 1,700 – 57,600 a month
[For those possessing Advanced Certificate in Educational Management or Diploma in Educational Management].

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 and Human Resource.
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 21 July 2025.** Applications received after the specified closing date and time will **not** be considered.

Date: 01 July 2025

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