

PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 38 OF 2025

Vacancy for Post of Assistant School Superintendent **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 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 **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 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.**

V. CLOSING DATE

Online Applications should be submitted **not later than 15 00 hours (local time) on Thursday 14 August 2025.** Applications received after the specified closing date and time will **not** be considered.

Date: 25 July 2025

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