

PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 43 OF 2026

Vacancies for Post of Head Master
Rodrigues Regional Assembly (Education)

Applications are invited from qualified officers of the Rodrigues Regional Assembly who wish to be considered for appointment as Head Master in the Rodrigues Regional Assembly (Education).

II. QUALIFICATIONS

A. By selection from among officers who hold a substantive appointment in any of the following grades –

- (i) Deputy Head Master;
- (ii) Health and Physical Education Instructor

and who possess a diploma in Educational Management from a recognised institution or an equivalent qualification acceptable to the Public Service Commission; and

(iii) Primary School Educator who reckon –

- (a) at least 18 years' service in a substantive capacity in their respective grade and who possess a diploma in Educational Management from a recognised institution or an equivalent qualification acceptable to the Public Service Commission

or

- (b) at least 12 years' service in a substantive capacity in their respective grade and who possess –

- (i) a diploma in Educational Management; and
- (ii) a degree from a recognised institution

or equivalent qualifications to (iii) (b) (i) and (iii) (b) (ii) above acceptable to the Public Service Commission.

B. Candidates should –

- (i) possess sound communication skills; and
- (ii) have the ability to lead and motivate teams of officers.

Note

The onus for the submission of equivalence of qualification (if applicable) from the relevant authorities (Higher Education Commission or Mauritius Qualifications Authority) rests with the candidates. Applications will not be considered in case of non-submission of Equivalence Certificate, as appropriate, by the closing date.

III. ROLE AND RESPONSIBILITIES

To be responsible for creating a qualitative teaching and learning environment by making optimal use of the human, physical and financial resources available in primary schools.

IV. DUTIES AND SALARY

1. To be responsible for the management of a primary school.
2. To verify the appropriateness and relevance of the schemes of work and daily notes of Support Teachers, Primary School Educators and Deputy Head Masters.
3. To supervise, guide all members of the staff (teaching and non-teaching) and Trainee Primary School Educators posted to his school with the collaboration of officers of the Inspectorate Cadre and Deputy Head Masters.
4. To monitor the implementation of –
 - (i) school curriculum; and
 - (ii) the Literacy and Numeracy Programme.
5. To give on-the-job training to Deputy Head Masters on the administration and management of a school.
6. To take part in refresher courses and other approved courses in Mauritius or abroad, as and when required.
7. To form part of educational committees and Curriculum Panels.
8. To deal with parents and other members of the public and generally to ensure the welfare of the children attending the school and to maintain good relations and contacts with the public through the Parent-Teachers Association.
9. To organise with the help of officers of the Inspectorate Cadre, school based staff development programmes for the teachers who need upgrading in a specific subject area.
10. To ensure, at school level, the smooth implementation of educational projects, pre-primary or pastoral care initiated by the Rodrigues Regional Assembly/Ministry of Education and Human Resource to enhance the quality of education and to promote greater equity in the system.
11. To enlist parental and community participation and support in the management of primary schools.
12. To ensure that the distribution of foodstuffs and other requisites is properly done.

13. To help in the preparation and running of examinations and tests in primary schools.
14. To conduct the inventory of school furniture, materials and equipment.
15. To be responsible for the implementation of the Performance Management System.
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 Head Master in the roles ascribed to him.

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

- (i) Rs 42,050 x 970 – 46,900 x 1,050 – 49,000 x 1,100 – 54,500 x 1,450 – 58,850 x 1,750 – 62,350 x 1,850 – 67,900 a month.

However, for the year 2026, the discounted initial salary would be Rs 39,898.

- (ii) Rs 43,990 x 970 – 46,900 x 1,050 – 49,000 x 1,100 – 54,500 x 1,450 – 58,850 x 1,750 – 62,350 x 1,850 – 67,900 x 1,900 – 71,700 a month. (For those possessing Advanced Certificate in Educational Management or Diploma in Educational Management).

However, for the year 2026, the discounted initial salary would be Rs 41,735.

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 and Administrative 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. 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>**
3. Acknowledgement of applications will be made, as far as possible, by **e-mail**. Candidates are therefore advised to submit their e-mail address.
4. 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 Island Chief Executive, Chief Commissioner's Office, Port Mathurin, Rodrigues, **not later than 15 15 hours (local time) on Tuesday 10 August 2026.** Application Forms received after the specified closing date and time will **not** be considered.

IMPORTANT

The post which falls under the Establishment of the Rodrigues Regional Assembly is restricted for service in Rodrigues only. Any request for transfer or promotion to any similar or other posts in Mauritius will not be considered at any stage from any person who is selected for appointment.

Date: 21 July 2026

Public Service Commission,
7, Louis Pasteur Street,
Forest Side,
MAURITIUS.