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GOVERNMENT OF MAURITIUS

**SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE  
PUBLIC SERVICE COMMISSION REGULATIONS**

<b>Ministry:</b>	Education and Scientific Research
<b>Post:</b>	Education Officer (Pre-Vocational)
<b>Salary:</b>	Rs 10,600 x 400 - 15,000 x 500 - 17,000 x 600 -18,800 QB 19,400 x 600 - 20,000 x 800 - 27,200 (06 34 63)
<b>Effective Date:</b>	14 June 2005
<b>Qualifications:</b>	By selection from among officers in the grade of Teacher (Secondary Pre-Vocational) having successfully completed the Diploma in Pre-Vocational Education at the Mauritius Institute of Education.

**NOTE 1**

In the absence of suitably qualified Teachers (Secondary Pre-Vocational), by selection from among officers of the teaching profession possessing:

- (i) a Cambridge Higher School Certificate or passes in at least two subjects obtained on one certificate at the General Certificate of Education "Advanced Level"; and
- (ii) a degree or joint degree from a recognised institution.

or

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

**Note**

Qualification at (i) above should have been obtained prior to qualification at (ii) above. However, candidates who, as at 30 June 2003, did not possess the qualification at (i) 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 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 qualification at (ii) above and at (b) under 'Note'.



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for Senior Chief Executive  
Ministry of Civil Service Affairs and  
Administrative Reforms  
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**NOTE 2**

For the first intake, consideration will be given to-

- (i) officers of the teaching profession possessing a post SC degree and presently dispensing Pre-Vocational Education in State Secondary Schools; and
- (ii) persons who are employed as Teachers, Instructors and Teachers (on contract) by the Technical School Management Trust Fund to teach in pre-vocational classes and who possess a degree or joint degree from a recognised institution or possess an equivalent qualification acceptable to the Public Service Commission.

**NOTE 3**

- (i) Candidates possessing the post 'A' level degree will join the scale at salary point Rs 14,200.
- (ii) Officers possessing the Diploma in Pre-Vocational Education will be allowed to proceed beyond the QB in the salary scale on obtention of a degree in the relevant field.
- (iii) Officers possessing the post SC degree will be allowed to proceed beyond the QB in the salary scale on obtention of a Master's Degree in the relevant field or a postgraduate Certificate in Education.

**Duties:**

1. To teach in pre-vocational classes of State Secondary Schools or any State Post-Primary institution.
2. To prepare scheme of work, weekly plan of work, lesson/activity plans to be submitted for inspection and lesson notes in respect of subjects and classes under his/her responsibility.
3. To conduct examinations, continuous assessment, remedial classes, extension classes, vacation courses, and such other extra-curricular activities as directed.
4. To take charge of laboratories, workshops or specialist rooms, as and when required.
5. To fill in students' learning cards.

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*[Signature]*  
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6. To keep a record of students' performance to include same in students' report books/portfolios, and to report to the Deputy Rector or the Rector on such matters, as and when required.
7. To help in the preparation and the writing of curriculum for Secondary Schools or other Post-Primary institutions and to make recommendations for the use of appropriate textbooks and other related learning materials.
8. To be responsible for civil and moral education.
9. To maintain discipline inside and outside the classroom.
10. To participate in workshops/seminars and training to improve the teaching/learning process and to keep abreast with new trends and developments in education, as and when required.
11. To give advice on matters connected with educational principles and practices at all levels and promote relevant activities.
12. To service the National Computer and Information Technology Resource Centre, as and when required.
13. To attend regular meetings with Rectors, Deputy Rectors and Heads of Department.
14. To participate in Parent-Teachers' Association meetings and activities and encourage responsible parties for the close monitoring of students' performance.
15. To perform such cognate duties as may be assigned.



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*[Handwritten Signature]*

for Senior Chief Executive  
Ministry of Civil Service Affairs and  
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