


SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS, 1967

- Ministry:** Education and Scientific Research
- Post:** Director (National Inspectorate)
- Salary:** Rs 32,470 (EDU 33)
- Effective Date:** 10 April 2003
- Qualifications:** By selection from among officers holding a substantive appointment in the grade of Assistant Director (Inspectorate) who possess a degree from a recognised institution or an equivalent qualification acceptable to the Public Service Commission and have:
- (i) broad knowledge and experience in the educational field;
 - (ii) good knowledge of classroom practice;
 - (iii) ability to analyse performance data and give recommendations for enhancement of teaching;
 - (iv) good knowledge of school management;
 - (v) ability to interact with people of all levels;
 - (vi) innovative capabilities;
 - (vii) qualities of leadership; and
 - (viii) considerable organisational and managerial skills.
- Duties:**
1. To be responsible for the smooth and efficient running of the National Inspectorate Division.
 2. To advise on the development and review of the curricula and teaching materials at pre-primary, primary and secondary levels.
 3. To carry out research studies in the field of Inspectorate and Curriculum.
 4. To be responsible for the planning, monitoring and evaluation of all projects and programmes related to teaching and learning.
 5. To review regularly educational objectives, policies and programmes and formulate necessary improvements and changes.

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for Secretary for Public Service Affairs

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6. To establish development plans for inspection work in the Pre-Primary/Primary and Secondary Sectors.
7. To develop a mechanism for the establishment and monitoring of Quality Assurance in schools.
8. To set education standards to be achieved in schools and to monitor implementation of these standards.
9. To co-ordinate and monitor:
 - (a) utilisation of resource in schools.
 - (b) actions taken following reports by Inspectorate.
10. To co-ordinate and monitor the implementation of all sector policies and programmes particularly in the field of Inspectorate.
11. To review project proposals by the Implementation Agencies.
12. To identify and carry out training programmes for the Ministry's staff.
13. To carry out regular evaluation of the overall effectiveness of the Inspectorate and of inspection work.
14. To liaise with other divisions of the Ministry, parastatal and international organisations on professional and technical matters in the field of education.
15. To submit a yearly comprehensive audit on pedagogy comprising strengths and weaknesses observed and appropriate recommendations for remedial measures and enhancement programmes.
16. To identify schools at risk and propose short-term and long-term programmes in collaboration with the Directors responsible for the various zones.
17. To perform such cognate duties as may be assigned.



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[Signature]
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