GOVERNMENT OF MAURITIUS

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

Ministry: Education and Human Resources
Post: Director, Quality Assurance
Salary: Rs 70,000 (06 00 86)
Effective Date: 2 April 2012
Qualifications: By selection from among -
A. officers of the Ministry who hold a substantive appointment in the grade of Senior Quality Assurance Officer.

AND

B. candidates who -
(i) possess a Cambridge Higher School Certificate or passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level”;
(ii) possess a degree or joint degree from a recognised institution; and
(iii) possess a Master’s Degree from a recognised institution.

OR

possess equivalent qualifications to B(i), B(ii) and B(iii) above acceptable to the Public Service Commission.

(iv) reckon at least ten years’ experience at senior management level in a major division of a large institution/department in the education sector; and
(v) are computer literate.

CERTIFIED CORRECT

[Signature]

for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

Date - 2 APR 2012
Note

Qualification at B(i) above should have been obtained prior to qualification at B(ii) above and qualification at B(ii) above should have been obtained prior to qualification at B(iii) above. However, candidates who, as at 30 June 2008, did not possess the qualification at B(i) above but who possess the qualifications at B(ii) and B(iii) 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 PhD or a second 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 qualifications at B(ii) and B(iii) above and at (b) under ‘Note’.

C. Candidates should –

(i) have experience in Curriculum Development, Pedagogy, Assessment and Evaluation and School Leadership;

(ii) possess good leadership, management, communication and interpersonal skills;

(iii) possess good analytical skills and have the ability to think proactively and act independently;

(iv) have knowledge in national and international educational norms and standards;

(v) have sound experience in quality audit, preferably in the education sector; and

3/...
(vi) be of high level trust, integrity and accountability.

Candidates should produce written evidence of experience/knowledge claimed.

**Role and Responsibilities:**

To design quality assurance plans and projects related to teaching and learning and to carry out quality audit of human resources, curriculum, infrastructure and equipment while aiming at improving the performance of educators in classes and quality learning ability of students at all levels.

**Duties:**

1. To be responsible for the administration and management of the Quality Assurance and Inspection Division.
2. To control and supervise the work of professional and non-professional staff.
3. To establish plans for quality assurance at all levels of the education system.
4. To ensure the monitoring and evaluation of programmes and projects related to teaching and learning.
5. To advise on curriculum development and evaluation.
6. To lead the Quality Assurance and Inspection Division in reaching quality assurance targets.
7. To be responsible for the formulation and execution of policies related to the development, maintenance and improvement of academic standards as approved.
8. To supervise the development of performance indicators and tools for schools to use as benchmark.
9. To provide advice on all matters pertaining to quality assurance.
10. To provide periodic reports on the management and performance of schools.
11. To ensure that staff development programmes based on feedback from quality assurance exercises are organised by relevant institutions.
12. To monitor strategies adopted by schools to improve performance standards according to indicators mentioned in the Programme Based Budgeting and Performance Management System.

13. To supervise the organisation of inspection visits to schools and to provide reports on the status of teaching and learning in schools.

14. To devise strategies, programmes and activities to ensure compliance with the norms and standards of best management practices and teaching in schools.

15. To provide advice and assistance with a view to enhancing the quality of school programmes.

16. To evaluate work performance of the staff of the Quality Assurance and Inspection Division in line with the provisions of the Performance Management System implemented at the Ministry.

17. To work closely with educational institutions, Directorates and the Private Secondary Schools Authority in developing training programmes at all levels to improve performance and ensure quality assurance in schools.

18. To establish linkages with external partners (local and international) to seek collaborative support for the smooth running of projects and programmes in quality assurance.

19. To use ICT in the performance of his duties.

20. 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 Director, Quality Assurance in the roles ascribed to him.