

GOVERNMENT OF MAURITIUS

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

- Ministry:** Education and Human Resources, Tertiary Education and Scientific Research
- Post:** Senior Quality Assurance Officer
- Salary:** Rs 51,275 x 1,500 – 58,775 x 1,800 – 69,575 x 2,425 – 72,000 x 2,500 – 77,000 (06 74 88)
- Effective Date:** 16 October 2015
- Qualifications:** A. By selection from among officers in the grade of Quality Assurance Officer who reckon at least three years’ service in a substantive capacity in the grade.

**NOTE**

In the absence of suitably qualified officers in the grade of Quality Assurance Officer, by selection from among 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;
- (iii) possess a Master’s Degree from a recognised institution;

OR

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

- (iv) reckon at least fifteen years’ experience, inclusive of at least ten years’ teaching experience in secondary schools followed by at least five years’ experience at administrative/managerial level in a major division of a large institution/department in the education sector; and
- (v) are computer literate.

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Note

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

B. Candidates should –

- (i) have sound experience in Curriculum Development, Pedagogy, Assessment and Evaluation, School Leadership and Inspection;
- (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) be familiar with national and international educational norms and standards;
- (v) have experience in quality audit, preferably in the education sector; and

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

Candidates should produce written evidence of knowledge/experience claimed.

**Role and  
Responsibilities:**

To assist in the design of quality assurance plans and projects related to teaching and learning and in carrying out quality audit of human resources, curriculum, infrastructure and equipment.

**Duties:**

1. To assist the Director, Quality Assurance and supervise the work of Quality Assurance Officers.
2. To provide advice on matters of education principles and practice and national policies in education.
3. To provide advice on all matters pertaining to quality assurance in schools.
4. To organise and conduct courses for the benefit of school staff.
5. To consolidate school reports, assess educational developments and provide remedial steps.
6. To oversee the implementation of quality assurance system for effective management and performance of schools.
7. To develop, maintain and enhance academic standards in schools.
8. To be responsible for overall quality audit of schools.
9. To organise inspection visits to schools.
10. To identify training needs of officers of the Quality Assurance and Inspection Division and to organise staff development programmes to bridge skills gaps.
11. To supervise and run training programmes in response to feedback from quality assurance exercises.
12. To conduct training needs analysis with appropriate mechanisms/instruments for improvement of quality of teaching and learning in schools.

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13. To liaise with relevant sections and institutions for the organisation of training programmes.
14. To conduct evaluation of training programmes organised for teaching and management staff.
15. To implement strategies related to budgetary exercise, Performance Management System and Quality Assurance in schools.
16. To implement strategies, programmes and activities to ensure compliance with the norms and standards of best management practices as well as teaching and learning in schools.
17. To submit, to the Director, Quality Assurance, periodical reports in a systematic manner on matters relating to the management and performance of schools.
18. To use ICT in the performance of his duties.
19. 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 Senior Quality Assurance Officer in the roles ascribed to him.



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