

GOVERNMENT OF MAURITIUS

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

Ministry: Education and Human Resources

Post: Senior Supervisor of Oriental Languages

Salary: Rs 29,000 x 1,000 – 30,000 x 1,250 – 41,250 (06 58 68)

Effective Date: 6 August 2010

Qualifications: By promotion, on the basis of experience and merit, of officers in the grade of Supervisor of Oriental Languages of the relevant Oriental Language in which the vacancy occurs, who reckon at least three years' service in a substantive capacity in the grade and who -

- (i) possess sound analytical and good communication skills;
- (ii) demonstrate effective leadership qualities; and
- (iii) are versatile to different work situations.

Role and Responsibilities: To be responsible for the development of mechanisms for the improvement of Oriental Languages, evaluation of performance and to report on progress achieved.

Duties:

1. To supervise the work of Supervisors and Assistant Supervisors of the relevant Oriental Language and to act as Liaison Officer between the Supervisors and the Assistant Director (Primary) or any other officer as directed.
2. To ensure appropriate follow-up action for the effective teaching of the Oriental Language.
3. To inspect, supervise and report on Pre-Primary, Primary and other schools as directed.
4. To represent the Ministry on Committees dealing with Oriental Language, *inter alia*, preparation of plans, Curriculum Development and production of reading and teaching materials.

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A. H. ...

for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

Date... 06 AUG 2010

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5. To hold meetings with Supervisors, Assistant Supervisors, Deputy Head Masters and Teachers/Senior Teachers of the relevant Oriental Language as well as Educators (Primary) teaching the appropriate Oriental Language and with their participation, to help in carrying out experiments for the improvement of the teaching of the Oriental Language.
6. To ensure the implementation of the Performance Management System in the Oriental Languages Supervisory Cadre.
7. To keep the Assistant Director (Primary), or any other officer as directed, informed of educational trends and submit records of evaluation.
8. To plan, organise and help in the preparation of Radio and TV lessons and to carry out in-service courses whenever required.
9. To keep records of data on schools and analyse data for future lines of action.
10. To use ICT in the performance of his duties.
11. 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 Senior Supervisors of Oriental Languages in the roles ascribed to them.



CERTIFIED CORRECT

Akeem Singh
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for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

06 AUG 2010
Date.....