

GOVERNMENT OF MAURITIUS

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

- Ministry:** Education, Tertiary Education, Science and Technology
- Post:** Discipline Master
- Salary:** Rs 17,565 x 260 – 17,825 x 275 – 18,925 x 300 – 19,525 x 325 – 21,475 x 375 –
22,225 x 400 – 23,425 x 525 – 26,050 x 675 – 27,400 x 825 – 35,650 x 900 –
37,450 x 950 – 38,400 (06 033 071)
- Effective Date:** 13 November 2024
- Qualifications:** A. (i) Cambridge School Certificate with credit in at least five subjects including English Language and French obtained at not more than two sittings or
- (ii) Passes not below Grade C in at least five subjects including English Language and French obtained at not more than two sittings at the General Certificate of Education “Ordinary Level” provided that at one of the sittings, passes have been obtained 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.

Note

Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at “Principal Level” and one subject at “Subsidiary Level” as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations.

- B. A Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level”.

OR

Equivalent qualifications to A and B above acceptable to the Public Service Commission.

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CERTIFIED CORRECT



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B. D. Nundloll (Mrs)
for Secretary for Public Service

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C. Candidates should –

- (i) possess good communication skills;
- (ii) have a positive attitude towards work;
- (iii) have the aptitude to enforce discipline; and
- (iv) be computer literate.

Qualifications at A above should have been obtained prior to qualification at B above.

Candidates should produce written evidence of knowledge claimed.

NOTE

Selected candidates will be appointed in a temporary capacity in the first instance and will be required to follow a two-year Diploma course in Positive Discipline as approved and arranged by the Ministry. On successful completion of the course and on being favourably reported upon, they will be considered for appointment as Discipline Master in a substantive capacity.

Duties:

1. To assist the head of school in the development, implementation and enforcement of the school discipline policy and school rules.
2. To assist the head of school, teaching and non-teaching staff, and other stakeholders in all matters related to maintaining school discipline, both inside and outside the school premises.
3. To carry out regular patrols in and outside school compound and its neighbourhood, as and when required.
4. To collaborate/liaise with responsible parties and coordinate with other stakeholders including Government and non-Government institutions such as the Police Authorities, National Land Transport Authority and Child Development Unit on school discipline matters, as and when required.
5. To report and maintain records of cases of indiscipline among students/pupils and monitor progress thereon.

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6. To be a member of the School Discipline Committee or any other related Committee dealing with school rules.
7. To advise/counsel parents and students/pupils through proactive and preventive programmes so as to ensure the welfare of students/pupils attending schools with behavioural problems.
8. To work in close collaboration with school administration, parents, Educational Psychologists and Educational Social Workers for the psychological and emotional well-being of students/pupils and provide them with an integrated support service.
9. To submit monthly reports to Zonal Directorates through the head of school on the problems and challenges encountered by students/pupils.
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 the Discipline Master in the roles ascribed to him.



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