


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

- Ministry:** Education and Human Resources, Tertiary Education and Scientific Research
- Post:** Deputy Rector
- Salary:** Rs 37,125 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 62,950 x 1,850 – 66,650 (06 068 087)
- Effective Date:** 03 October 2016
- Qualifications:**
- A. By selection from among officers in the grades of –
- (i) Senior Educator (Secondary); and
  - (ii) Educator (Secondary) who –
    - (a) possess a Post Graduate Certificate in Education from a recognised institution or an equivalent qualification acceptable to the Public Service Commission and reckon at least 15 years' teaching experience in State Secondary Schools/ State Colleges acquired after obtention of the relevant qualifications required to cross the QB in their salary scale
- OR
- (b) reckon at least 18 years' teaching experience in State Secondary Schools/State Colleges acquired after obtention of the relevant qualifications required to cross the QB in their salary scale.
- B. Candidates should –
- (i) possess good leadership skills;
  - (ii) possess effective communication skills, both written and oral;
  - (iii) possess organising and managerial skills;
  - (iv) be able to motivate staff and students to achieve the highest level of attainment and performance; and
  - (v) have a high level of integrity and the ability to exercise authority and command respect among stakeholders.

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.....  
*for Senior Chief Executive  
Ministry of Civil Service and  
Administrative Reforms*

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**Role and  
Responsibilities:**

To assist in the implementation of educational policies in State Secondary Schools/State Colleges and the provision of quality education to students.


**Duties:**

1. To deputise for the Rector in his absence.
2. To assist the Rector in –
  - (i) the overall management of a State Secondary School/State College including Pre-vocational Education Stream;
  - (ii) preparing and implementing curricula, extra-curricular projects and activities in the School Development Plans;
  - (iii) the monitoring of performance of personnel and students;
  - (iv) the management of resources and staff; and
  - (v) the establishment of linkages with different stakeholders.
3. To participate in meetings with Heads of Departments.
4. To be responsible, in consultation with the Rector, for –
  - (i) conducting and controlling internal examinations;
  - (ii) preparing time-tables;
  - (iii) making arrangements for replacement of teachers;
  - (iv) verifying schemes of work including lesson plans, lesson notes and other preparations; and
  - (v) providing pedagogical guidance to all newly recruited teaching staff and monitoring their work.

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5. To chair pedagogical committees set up in the State Secondary School/State College.
6. To advise and work in close consultation with the Rector and Quality Assurance Officers on matters connected with educational principles and practices, changes or improvements in curriculum, teaching methods and other areas and to assist in the implementation of changes and improvements in such areas as well as in remedial programmes.
7. To maintain discipline on the school compound.
8. To be responsible for all matters pertaining to the Parent Teachers Association.
9. To use ICT in the performance of his duties.
10. 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 Deputy Rector in the roles ascribed to him.



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