GOVERNMENT OF MAURITIUS

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

Ministry: Education, Tertiary Education, Science and Technology

Post: Administrator (Tertiary)

Salary: Rs 52,550 x 1,650 – 54,200 x 1,700 – 64,400 x 1,800 – 69,800 x 2,000 – 75,800 x 2,150 – 82,250 (06 082 098)

Effective Date: 14 October 2024

Qualifications:

A. A Master's Degree in Education or Management or Public Administration or Economics or Statistics or Project Management or Chemistry or Physics or Information Technology from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.

B. Candidates should –

(i) reckon at least five years' experience at managerial level not below the level of a Rector in a recognised educational or other relevant organisations in the –

(a) formulation of policies for the effective direction and promotion of education; and

(b) implementation and monitoring of projects and programmes pertaining to the Education Sector;

(ii) be proactive and have the ability to meet tight deadlines;

(iii) possess good interpersonal and communication skills;

(iv) have the ability to contribute to knowledge management in the field of tertiary education, science, research and technology;

(v) have the ability to work in a multi-disciplinary team; and

(vi) be computer literate.

Candidates should produce written evidence of experience/knowledge claimed.

Role and Responsibilities: To promote and supervise programmes and projects in tertiary education, science, research and technology.

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

14 October 2024

Date.....

Duties:

1. To assist the Director (Tertiary) and Assistant Director (Tertiary) in developing –

   (i) policies, programmes, strategies, activities and projects of the Ministry relating to tertiary education, science, research and technology as well as to monitor the implementation thereof;

   (ii) quality standards and policies for tertiary education institutions and to monitor the provision of tertiary education at required level; and

   (iii) policies and strategies to attract students from overseas.

2. To prepare briefs, research papers and reports.

3. To elaborate legislative framework for tertiary education, science, research and technology.

4. To carry out surveys/research work including Training Needs Analysis.

5. To keep relevant database on trends in the Tertiary Education Sector.

6. To ensure that appropriate quality assurance mechanisms in tertiary education are adhered to.

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

8. 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 Administrator (Tertiary) in the roles ascribed to him.

MINISTRY OF PUBLIC SERVICE, ADMINISTRATIVE AND INSTITUTIONAL REFORMS

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