

GOVERNMENT OF MAURITIUS

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

- Ministry:** Tertiary Education, Science, Research and Technology
- Post:** Director
- Salary:** Rs 89,000 (06 00 92)
- Effective Date:** 17 October 2013
- Qualifications:** By selection from among officers who hold a substantive appointment in the grade of Assistant Director and who –
  - (i) possess administrative and managerial abilities; and
  - (ii) have a high sense of responsibility.

**NOTE**

For the first intake, by selection from among candidates who -

- (i) possess a Master’s Degree in the field of 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;
- (ii) reckon at least ten years’ experience at senior technical/management level;
- (iii) possess strong leadership, interpersonal and communication skills;
- (iv) possess administrative and managerial abilities;
- (v) have a high sense of responsibility;
- (vi) possess sound analytical skills and are able to adopt a multi-disciplinary approach to problem-solving;
- (vii) are proactive and have the ability to work under pressure; and
- (viii) are computer literate.

Candidates should produce written evidence of experience/knowledge claimed.

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for Senior Chief Executive  
Ministry of Civil Service and  
Administrative Reforms

Date.....1.7.OCT.2013.....

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**Role and  
Responsibilities:**

To be responsible for translating the vision of the Ministry in the implementation of strategies in tertiary education, science, research and technology and to design related educational policies, strategies and reforms in line with Government programmes.

**Duties:**

1. To be responsible for the effective and efficient planning, organisation, supervision, co-ordination, implementation and evaluation of policies in tertiary education, science, research and technology and programmes falling under his responsibility.
2. To lead in the organisation of research studies pertaining to tertiary education, science, research and technology in order to advise on policy matters.
3. To regularly review policies, objectives and programmes pertaining to tertiary education, science, research and technology and formulate necessary improvements and changes, taking into account the latest innovative practices in education.
4. To prepare development plans/strategies within each area of priority of tertiary education, science, research and technology and to effectively monitor their implementation.
5. To provide technical input for the formulation of policies in line with the Government programmes.
6. To set and prepare plans for the development of the tertiary education sector with focus on access, quality, relevance, equity and achievement of all learners.
7. To establish linkages with external partners (local and international) and the Ministry in seeking collaborative support for the smooth implementation of projects and programmes.
8. To manage all resources under his control for the efficient and effective implementation of projects and programmes.
9. To ensure the optimum utilisation of resources allocated to the tertiary education sector.

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10. To critically analyse reports in tertiary education, science, research and technology and to advise on future course of action.
11. To monitor attainment of Key Performance Indicators for the Ministry in collaboration with the relevant stakeholders.
12. To allocate responsibilities and to mentor officers of the technical cadre.
13. To evaluate performance of staff working under his responsibility in line with the Performance Management System.
14. To ensure that the Ministry is kept up-to-date with the latest educational trends in higher education and research sectors.
15. To use ICT in the performance of his duties.
16. 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 Director in the roles ascribed to him.



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

Date..... 17.7.OCT. 2013 .....