

GOVERNMENT OF MAURITIUS

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

- Ministry:** Education and Human Resources
- Post:** Administrator (Education)
- Salary:** Rs 40,000 x 1,250 – 50,000 x 1,500 – 54,500 (06 67 78)
- Effective Date:** 18 May 2010
- Qualifications:**
  - A. By selection from among officers in the grades of -
    - (a) Rector; and
    - (b) Deputy Rector who reckon at least three years' service in a substantive capacity in the grade.
  - B. Candidates should -
    - (a) be proactive and have the ability to work under pressure;
    - (b) have sound interpersonal and communication skills;
    - (c) contribute to knowledge management and the transfer of knowledge; and
    - (d) have the ability to work in a multi-disciplinary team.

**Role and Responsibilities :** To promote and supervise educational programmes and projects in schools and zones for the provision of quality education.

- Duties:**
  - 1. To assist the Directors and Assistant Directors in -
    - (a) matters of educational principles and practices at all levels and for promoting, supervising and administering educational programmes and projects;
    - (b) the implementation of policies and decisions for effective school management;
    - (c) the preparation of briefs, research papers and reports;

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CERTIFIED CORRECT

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

Date..... 18 MAY 2010 .....

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PUBLIC SERVICE COMMISSION REGULATIONS

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- (d) the proper and effective management of schools;
  - (e) optimum utilisation of human, material and financial resources in schools;
  - (f) ensuring that the pedagogical, physical and infrastructural needs of schools are met;
  - (g) ensuring the proper maintenance of all facilities within the school premises;
  - (h) promoting Information and Communication Technology (ICT) in education;
  - (i) developing and planning training programmes; and
  - (j) ensuring professional development of personnel.
2. To carry out surveys/research work including Training Needs Analysis.
  3. To carry out *inter-alia* admission exercise, transfer exercise, resumption of studies and Procurement and Supply duties in line with established procedures.
  4. To ensure that appropriate norms and standards are met.
  5. To use ICT in the performance of his duties.
  6. 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 Administrators (Education) in the roles ascribed to them.



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

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