

GOVERNMENT OF MAURITIUS

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

**Ministry:** Education and Human Resources

**Post:** Head, National Education Counselling Service

**Salary:** Rs 37,500 x 1,250 - 50,000 (06 65 75)

**Effective Date:** 14 December 2011

**Qualifications:** By selection from among –

A. officers in the grade of Senior Educational Psychologist who reckon at least three years' service in a substantive capacity in the grade.

AND

B. candidates who –

(i) possess –

- (a) a Cambridge Higher School Certificate or passes in at least two subjects obtained on one certificate at the General Certificate of Education "Advanced Level";
- (b) a degree in Psychology from a recognised institution; and
- (c) a Master's Degree in Management or Educational Management from a recognised institution.

OR

Equivalent qualifications to (i)(a), (i)(b) and (i)(c) above acceptable to the Public Service Commission.

- (ii) reckon at least ten years' experience in either counselling or management; and
- (iii) are computer literate.

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.....  
*for Senior Chief Executive*  
*Ministry of Civil Service and*  
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Note

Qualification at (i)(a) above should have been obtained prior to qualification at (i)(b) above and qualification at (i)(b) above should have been obtained prior to qualification at (i)(c) above. However, candidates who, as at 30 June 2008, did not possess the qualification at (i)(a) above but who possess the qualifications at (i)(b) and (i)(c) above, will also be considered provided they hold –

- (a) a Cambridge School Certificate or passes obtained on one certificate at the General Certificate of Education “Ordinary Level” 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 or an equivalent qualification acceptable to the Public Service Commission; and
- (b) a PhD or a second Master’s Degree or a postgraduate diploma from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.

Qualification at (a) under ‘Note’ should have been obtained prior to qualifications at (i)(b) and (i)(c) above and at (b) under ‘Note’.

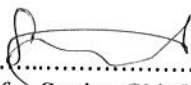
C. Candidates should -

- (i) have experience in -
  - (a) guidance and counselling techniques;
  - (b) project and programme formulation, implementation and evaluation;
  - (c) working with children with educational needs, their families and the schools;
  - (d) sensitisation and empowerment programmes; and
  - (e) psycho-pedagogical principles.
- (ii) possess leadership and managerial skills;
- (iii) possess good communication and interpersonal skills;

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- (iv) possess good analytical skills and have the ability to think proactively and to interact with people at all levels; and
- (v) have a high level of trust, integrity and tact.

Candidates should produce written evidence of experience/knowledge claimed.

**Role and  
Responsibilities :**

To have the overall responsibility for the National Education Counselling Service whilst advising on policy formulation, promoting the psychological and social well-being of students and their families and ensuring that improved behaviour impacts positively on academic performance and psychological and social enhancement.

**Duties:**

1. To be responsible for the day-to-day administration of the National Education Counselling Service.
2. To plan and co-ordinate the work of Senior Educational Psychologists.
3. To advise on the formulation of policies and designing of programmes relating to psycho-pedagogical practices and guidance and counselling services in the pre-primary, primary and secondary schools.
4. To co-ordinate the implementation of projects and programmes relating to the psychological, social and personal development of school children through guidance and counselling.
5. To recommend appropriate strategies in handling and managing children with social, psychological and learning problems.
6. To work in close collaboration with Ministries, Parastatal Bodies, Non-Governmental Organisations for the conduct of guidance and counselling/sensitisation sessions for pupils, teachers and families in schools.
7. To advise on staff training needs for the National Education Counselling Service and devise in-service training courses and seminars.
8. To represent the Ministry on relevant committees.

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9. To advise the Ministry on the organisation of seminars and workshops relating to the psychosocial well-being of school children.
10. To initiate studies, surveys and research work relating to the social and psychological well-being of school children.
11. To assist in developing Information, Education and Communication strategies and carrying out sensitisation campaigns for promoting the psychological and social well-being of school children and families.
12. To keep abreast of latest developments in Educational Counselling and customise some of the best practices obtained internationally.
13. To use ICT in the performance of his duties.
14. 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 Head, National Education Counselling Service in the roles ascribed to him.



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