

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

Ministry: Education, Tertiary Education, Science and Technology
Post: Assistant Director
Salary: Rs 68,000 x 1,800 – 69,800 x 2,000 – 75,800 x 2,150 – 82,250 x 3,000 – 88,250 x 3,125 – 94,500 (06 091 102)
Effective Date: 20 April 2022
Qualifications: I. By selection from among –

A. officers who hold a substantive appointment in the grades of Administrator (Education) and Rector and who reckon at least three years' service in a substantive capacity in their respective grade or an aggregate of at least three years' service in the grades of Administrator (Education) and Rector

AND

B. candidates who –
(i) possess a Cambridge Higher School Certificate or passes in at least two subjects obtained on one certificate at the General Certificate of Education "Advanced Level";
(ii) possess a degree or joint degree from a recognised institution; and
(iii) possess a Master's Degree in Education from a recognised institution.

OR

Equivalent qualifications to B(i), B(ii) and B(iii) above acceptable to the Public Service Commission

(iv) reckon at least eight years' experience at managerial level not below the level of an Administrator (Education) or 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

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for Secretary for Public Service

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- (b) implementation and monitoring of projects and programmes pertaining to the Education Sector; and
- (v) are computer literate.

Note

Qualification at B(i) above should have been obtained prior to qualification at B(ii) above and qualification at B(ii) above should have been obtained prior to qualification at B(iii) above. However, candidates who, as at 30 June 2008, did not possess the qualification at B(i) above but who possess the qualifications at B(ii) and B(iii) 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 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 B(ii) and B(iii) above and at (b) under ‘Note’.

II. Candidates should –

- (i) be involved in strategic decision-making in the Education Sector;
- (ii) possess good leadership and management skills;
- (iii) possess good interpersonal and communication skills;

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- (iv) possess knowledge and expertise in any one of the following technical areas –
 - (a) Early Childhood and Care Education;
 - (b) Primary Education;
 - (c) Secondary Education;
 - (d) Technical and Vocational Education and Training;
 - (e) Higher Education;
 - (f) Curriculum Research and Development;
 - (g) Science and Technology (including ICT);
 - (h) Research and Planning; and
 - (i) School Management Services;
- (v) possess good analytical skills and be able to adopt a multi-disciplinary approach to problem-solving; and
- (vi) have the ability to interact effectively with officers and stakeholders at all levels.

Candidates should produce written evidence of experience/knowledge claimed.

**Role and
Responsibilities:**

To assist the Director in translating the vision of the Ministry in the implementation of educational reforms at all levels and to work out strategies for the implementation of policy decisions, monitor their application and provide feedback for evaluation.

Duties:

- 1. To assist the Director in –
 - (i) the effective and efficient planning, organisation, supervision, formulation, coordination, implementation and evaluation of educational policies at Zones/Head Quarters level and of programmes falling under his responsibility;

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- (ii) preparing and monitoring the implementation of sectoral/zonal development plans and projects;
- (iii) advising on Curriculum Development at all levels;
- (iv) carrying out regular review of educational objectives, policies and programmes in line with best practice in education;
- (v) providing technical input for the formulation of policies in line with government programmes;
- (vi) ensuring the optimum utilisation of resources in schools and other educational institutions and monitoring action taken following reports by the Quality Assurance Division;
- (vii) identifying needs for maintenance and extension of existing schools, buildings and for construction of new schools;
- (viii) advising and carrying out follow-up action on the acquisition of such equipment and supplies that are needed for pedagogical purposes;
- (ix) preparing budget for educational programmes and monitor expenditure in line with the Budgets;
- (x) supervising and coordinating activities in the fields of library, sports, adult and continuing education, careers guidance and related fields;
- (xi) advising on the promotion of teaching of Science, Information and Communication Technology, Vocational and Technical subjects in schools;
- (xii) organising and monitoring science and technical related activities in schools, at the Science Centre and at the E-Government Unit;
- (xiii) ensuring that proper advice and guidance are given to Heads of Schools and teaching staff in order to improve the standards of learning and teaching;
- (xiv) providing feedback on –
 - (a) the educational standards achieved in schools;

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- (b) the utilisation of resources in schools; and
 - (c) any action taken following report by Senior School Inspectors and School Inspectors; and
- (xv) evaluating the performance of staff working under his responsibility in line with the Performance Management System.
2. To carry out research in the field of his expertise.
 3. To identify sectoral training needs.
 4. To use ICT in the performance of his duties.
 5. 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 Assistant Director in the roles ascribed to him.

Note

In case of a force majeure/public emergency, Assistant Directors are required to be available to provide their services to ensure business continuity either through work from home, remote working, working online or work performed through any other IT system.



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