

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

Organisation: Rodrigues Regional Assembly (Education)

Post: Head of Education (Primary)

Salary: Rs 30,000 x 1,250 – 45,000 (06 59 71)

Effective Date: 9 August 2011

Qualifications: By promotion, on the basis of experience and merit, of officers in the grade of Senior School Inspector who reckon at least three years' service in a substantive capacity in the grade and who have –

- (i) a knowledge of Government policies in the field of education;
- (ii) experience in implementing new trends and strategies in teaching; and
- (iii) administrative and managerial abilities.

Role and Responsibilities: To ensure effective and efficient implementation of government projects and programmes with a view to improving the process of quality education in pre-primary and primary schools including Zones d'Education Prioritaires (ZEP) schools.

- Duties:**
1. To assist the Departmental Head in the administration of primary and pre-primary schools including ZEP schools and to advise on new strategies pertaining to Education Principles and Practices and National Policies in Education to enhance the teaching/learning process through liaison between the Rodrigues Regional Assembly and the Assistant Director (Primary) of the Ministry of Education and Human Resources.
 2. To liaise and work with the National Centre for Curriculum Research and Development, the Mauritius Institute of Education, the Mahatma Gandhi Institute, the Mauritius Examinations Syndicate, the Mauritius College of the Air and other educational institutions on relevance, assessment and development of curriculum programmes.
 3. To ensure the implementation of various development projects and programmes aimed at enhancing quality education and report thereon to the Assistant Director (Primary) of the Ministry of Education and Human Resources.

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[Signature]

 for Senior Chief Executive
 Ministry of Civil Service and
 Administrative Reforms

Date..... 09 AUG 2011

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PUBLIC SERVICE COMMISSION REGULATIONS**

-2-

4. To assist in the preparation of annual budget, work plans and reports.
5. To plan and organise the yearly programme of inspection in accordance with approved priorities.
6. To assess manpower, technical assistance and training requirements.
7. To act as resource person for the development of curriculum, assessment and evaluation programmes.
8. To inspect primary schools including ZEP schools, as and when required.
9. To use ICT in the performance of his duties.
10. 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 of Education (Primary) in the roles ascribed to him.



CERTIFIED CORRECT

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

09 AUG 2011

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