

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

Ministry: Education and Human Resources

Post: Quality Assurance Officer

Salary: Rs 29,000 x 1,000 – 30,000 x 1,250 – 47,500 (06 58 73)

Effective Date: 7 June 2011

- Qualifications:**
- 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 or joint degree from a recognised institution.
 - C. A Master’s Degree from a recognised institution.

OR

Equivalent qualifications to A, B and C above acceptable to the Public Service Commission.

- D. Candidates should –
- (i) reckon an aggregate of at least ten years’ experience in Teaching or Teacher Training or Curriculum Development or School Development/Inspection in a large institution/department at secondary level in the Education Sector;
 - (ii) be computer literate;
 - (iii) possess good leadership, management, communication and interpersonal skills;
 - (iv) possess good analytical skills and have the ability to think proactively;
 - (v) have knowledge in national and international educational norms and standards;
 - (vi) have experience in quality audit, preferably in the Education Sector; and

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Alexander

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

07 JUN 2011

Date.....



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(vii) be of high level trust, integrity and accountability.

Note

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

Candidates should produce written evidence of experience/knowledge claimed.

NOTE

For the first intake, by appointment of officers in the grade of Pedagogical Inspector on the establishment of the Ministry of Education and Human Resources who satisfy the requirements at D above.

Duties:

- 1. To carry out system evaluation and submit reports to the Senior Quality Assurance Officer.
- 2. To assist on curriculum panels and evaluate curricular materials.
- 3. To ensure maximum utilisation of resources in schools.

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4. To tender pedagogical advice to teachers/educators.
5. To assist in staff development programmes and report on status of teaching and learning on different disciplines in schools.
6. To assist in the setting up of appropriate mechanisms for the successful implementation of quality assurance in schools.
7. To ensure that schools under his responsibility are effectively performing their self assessment according to the framework of indicators.
8. To set standards and benchmarks for subject areas.
9. To carry out inspection in classes for the professional development of Educators (Secondary) and identify training needs.
10. To report on the quality of management and leadership in schools.
11. To oversee the implementation of the Programme Based Budgeting and Performance Management System so as to identify gaps and provide advice.
12. To evaluate curriculum materials produced.
13. To liaise with relevant sections and institutions for staff development programmes.
14. To act as link between the Ministry and schools.
15. To mount in-service training courses in quality assurance in areas relevant to education.
16. To use ICT in the performance of his duties.
17. 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 Quality Assurance Officers in the roles ascribed to them.



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