

GOVERNMENT OF MAURITIUS

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

Ministry: Education, Culture and Human Resources (Education and Human Resources Division)

Post: Assistant Director (Primary)

Salary: Rs 50,000 x 1,500 – 56,000 x 2,000 – 62,000 (06 75 82)

Effective Date: 05 March 2010

Qualifications: By selection from among officers in the grade of Principal School Inspector who reckon at least two years' service in a substantive capacity in the grade and who -

- (i) have sound knowledge of educational matters in pre-primary and primary sectors;
- (ii) possess administrative and organising abilities;
- (iii) have managerial capabilities;
- (iv) have the capacity to lead, motivate and interact effectively with teams of officers; and
- (v) possess sound communication skills.

Role and Responsibilities: To oversee the proper functioning of the primary sector with a view to imparting quality education, to keep abreast of latest trends/development in School Management/Pedagogy and to customise relevant best practices obtained internationally.

- Duties**
1. To be responsible for the proper management of schools.
 2. To be responsible for the setting up of norms and standards for schools and to devise appropriate mechanisms for implementation.
 3. To control and supervise the work of staff under his responsibility.
 4. To establish plans for inspection work at all levels.
 5. To ensure the planning, monitoring and evaluation of all projects and programmes related to teaching and learning.

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for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

05 MAR 2010

Date.....

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6. To ensure that proper advice and guidance are given to Heads of Schools and teaching staff in order to improve the standards of learning and teaching.
7. To identify and carry out training programmes for teaching staff in educational institutions.
8. To provide sound advice for the review of educational objectives and policies to meet modern trends in education.
9. To advise on Curriculum Development and assist in the review of curriculum.
10. To provide feedback on -
 - (a) the educational standards achieved in schools;
 - (b) the utilisation of resources in schools; and
 - (c) any action taken following report by School Inspectors and Senior School Inspectors.
11. To arrange for the production of annual reports on schools.
12. To use ICT in the performance of his duties.
13. 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 (Primary) in the roles ascribed to him.



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Aleesha

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

Date..... **05 MAR 2010**