

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

- Ministry:** Education and Human Resources, Tertiary Education and Scientific Research
- Post:** Rector
- Salary:** Rs 49,950 x 1,625 – 62,950 x 1,850 – 68,500 x 1,950 – 74,350 (06 077 091)
- Effective Date:** 17 May 2019
- Qualifications:**
- A. By selection from among officers in the grades of –
- (i) Administrator (Education); and
- (ii) Deputy Rector who reckon at least three years' service in a substantive capacity in the grade
- who possess a Post Graduate Certificate in Education or a Post Graduate Diploma in Education or a diploma in Education from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.
- B. Candidates should also possess a diploma in Management or Educational Management from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.
- C. Candidates should –
- (i) possess strong leadership skills;
- (ii) possess good communication skills, both written and oral;
- (iii) possess good organising and managerial skills; and
- (iv) have the ability to meet tight deadlines and to motivate staff and students to achieve the highest level of attainment and performance in fulfilling the vision of the school/college.

NOTE 1

Up to **30 November 2020**, by selection from among candidates who possess the qualifications at **A** and **C** above.

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CERTIFIED CORRECT

S. Chundung
.....
S. Chundung (Mrs)
for Secretary for Public Service

17 May 2019

Date.....

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NOTE 2

As from **1 December 2020**, candidates should possess the qualifications at **A, B** and **C** above. Candidates who, as from 1 December 2020, do not possess the qualification at B above but who possess the qualifications at A and C above, will also be considered provided they possess a Master of Business Administration (MBA) or a Master's Degree in Management or Administration from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.

**Role and
Responsibilities:**

To implement educational policies in State Secondary Schools/State Colleges and to ensure the provision of quality education to all students.

Duties:

1. **MANAGEMENT OF SCHOOLS/COLLEGES**

- (i) To be responsible for the overall management of a State Secondary School/State College including Pre-Vocational Education Stream.
- (ii) To prepare School Development Plans.
- (iii) To prepare school time-tables with due respect to optimal utilisation of human resources.
- (iv) To monitor the rate of absenteeism of students and staff and come up with corrective measures.
- (v) To devise strategies to maintain overall discipline at school level and beyond school premises regarding participation of students in co-curricular and extra-curricular activities.
- (vi) To be responsible for all internal examinations.
- (vii) To ensure that all school/college related data, records, files and correspondence are collected, maintained and updated.
- (viii) To ensure that the standards of Occupational Safety and Health in schools/colleges are properly maintained.

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2. **CURRICULUM AND PEDAGOGY**

- (i) To plan, organise and monitor educational activities, including sports and co-curricular activities of the school/college and to report thereupon to the Director of the Zone, as and when required.
- (ii) To keep abreast of current educational thinking and developments, relevant to secondary schooling in order to promote good practice.
- (iii) To develop a high standard of cultural and social values.
- (iv) To monitor and review the special learning needs policy for all students.
- (v) To oversee the implementation of the curriculum such that it responds to the needs of students with varying abilities of learning.

3. **MONITORING OF PERFORMANCE**

- (i) To monitor and to report on performance of personnel and students and to provide necessary assistance and support.
- (ii) To seek through close collaboration of parents and the Zone Directorate, ways and means for the effective assessment of student progress, both formative and summative.
- (iii) To oversee progress in all areas of School Performance through agreed indicators and monitoring progress towards their achievement.

4. **MANAGEMENT OF RESOURCES**

- (i) To be responsible for the overall provision, auditing and maintenance of equipment, materials and furniture.
- (ii) To develop and implement a yearly performance schedule for the school/college infrastructure, in collaboration with the Directorate.

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- (iii) To ensure optimum utilisation of human, financial, material and infrastructural resources of the school/college to continuously improve the quality of education and secure value for money.
- (iv) To seek opportunities for contributing to the sustainable development of the school environment.

5. **STAFF MANAGEMENT**

- (i) To lead, inspire and ensure the development of staff to secure excellence in teaching, learning and pastoral care.
 - (ii) To ensure that newly appointed staff have appropriate induction and support.
 - (iii) To prepare schedule of duties of non-teaching staff, allocate and clarify responsibilities assigned and provide necessary technical assistance.
6. To establish effective liaison with different stakeholders.
7. To be accountable to the Director of the Zone for the effectiveness of the school/college.
8. To use ICT in the performance of his duties.
9. 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 Rector in the roles ascribed to him.



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