

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

- Ministry:** Tertiary Education, Science, Research and Technology
- Post:** Assistant Director
- Salary:** Rs 60,575 x 1,800 – 69,575 x 2,425 – 72,000 x 2,500 – 77,000 x 3,000 – 80,000 (06 80 89)
- Effective Date:** 17 October 2013
- Qualifications:** By selection from among officers in the grade of Administrator who reckon at least three years' service in a substantive capacity in the grade and who possess –
 - (i) good leadership, managerial, interpersonal and communication skills; and
 - (ii) good analytical skills and are able to adopt a multi-disciplinary approach to problem-solving.

NOTE

For the first intake, by selection from among candidates who –

- (i) possess a Master's Degree in the field of Education or Management or Public Administration or Economics or Statistics or Project Management or Chemistry or Physics or Information Technology from a recognised institution or an equivalent qualification acceptable to the Public Service Commission;
- (ii) reckon at least eight years' experience at senior technical/management level;
- (iii) possess good leadership, managerial, interpersonal and communication skills;
- (iv) are proactive and have the ability to work under pressure;
- (v) possess good analytical skills and are able to adopt a multi-disciplinary approach to problem-solving; and
- (vi) are computer literate.

Candidates should produce written evidence of experience/knowledge claimed.

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

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Date.....

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**Role and
Responsibilities:**

To assist the Director in translating the vision of the Ministry in the implementation of strategies in tertiary education, science, research and technology and to work out plans for implementation of related policy decisions.

Duties:

1. To assist the Director in -
 - (i) the planning, organisation, supervision, co-ordination, implementation and evaluation of policies in tertiary education, science, research and technology;
 - (ii) preparing and monitoring the implementation of development plans in areas of priority in tertiary education, science, research and technology;
 - (iii) carrying out regular review of policies, objectives and programmes pertaining to tertiary education, science, research and technology;
 - (iv) the development and monitoring of plans within each area of priority of tertiary education, science, research and technology;
 - (v) providing technical input for the formulation of policies in line with Government programmes;
 - (vi) establishing linkages with external partners (local and international) and the Ministry in seeking collaborative support for the smooth implementation of projects and programmes;
 - (vii) managing all resources under his responsibility for the efficient and effective implementation of projects and programmes;
 - (viii) critically analysing reports in tertiary education, science, research and technology and advising on future course of action;
 - (ix) monitoring attainment of Key Performance Indicators for the Ministry in collaboration with the relevant stakeholders;

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A. K. ...

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- (x) evaluating performance of staff working under his responsibility in line with the Performance Management System; and
 - (xi) planning, implementing, monitoring and evaluating promotion strategies for attracting students from overseas.
2. To use ICT in the performance of his duties.
 3. 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.



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Alecsonif

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

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