

GOVERNMENT OF MAURITIUS

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

**Ministry:** Prime Minister’s Office (National Disaster Risk Reduction and Management Centre)

**Post:** Education and Training Coordinator

**Salary:** Rs 36,575 x 1,200 – 37,775 x 1,500 – 58,775 (10 64 79)

**Effective Date:** 09 October 2014

- Qualifications:**
- A. A degree in Education or Business Administration or Management from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.
  - B. Candidates should –
    - (i) reckon at least five years’ experience in the implementation of training and education programmes;
    - (ii) possess strong motivational skills;
    - (iii) possess strong interpersonal skills with ability to establish and maintain effective working relationships with people of different backgrounds;
    - (iv) be able to work under pressure; and
    - (v) be computer literate.

Candidates should produce written evidence of experience/knowledge claimed.

- Duties:**
- 1. To be responsible to the Director Preparedness for the performance of the following duties –
    - (a) to manage the training, education, community mobilisation and co-ordination elements of implementing the National Policy for Disaster Risk Reduction and Management, and achieving the relevant indicators in the National Strategic Framework for Disaster Risk Reduction and Management;

/2...

CERTIFIED CORRECT

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

09 October 2014

Date.....



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

-2-

- (b) to promote a culture of risk avoidance among stakeholders by strengthening the capacity of all role players through integrated education, training and public awareness;
- (c) to design and conduct programmes of public information and education on the mitigation of, preparedness for, response to and recovery from disasters in collaboration with the Information Management Team;
- (d) to ensure and promote consistent messaging both within the Centre and with other stakeholders;
- (e) to organise education programmes in schools with a view to ensuring that drills and education curricula are aligned with the National Policy on Disaster Risk Reduction and Management;
- (f) to facilitate and promote the integration of effective disaster preparedness actions and education into cross-governmental strategies and planning;
- (g) to ensure that the work of the Education and Training team is well co-ordinated within the Centre;
- (h) to undertake comprehensive education, training, research and resources needs analysis;
- (i) to manage the development of specific curriculum inputs and information resources relating to Disaster Risk Reduction and Management at community level;
- (j) to ensure that new and existing disaster management training programmes are consistent and in line with the education, training, research and resources needs analysis, the national education and training framework and international standards;

/3...



**CERTIFIED CORRECT**

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

09 October 2014

Date.....

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

-3-

- (k) to work closely with the Response Team in designing and implementing drills, simulations and other exercises relating to the management of disasters, targeted at key actors in disaster response;
  - (l) to facilitate the conduct of drills, simulations and other exercises to test response plans and to build awareness on disaster preparedness and response in co-ordination with the Response Team;
  - (m) to regularly update and disseminate disaster information and educational materials based on input from the Response and Recovery Teams; and
  - (n) to work with the Recovery Programme Team to identify priority disaster risks and priority areas, communities and households and to ensure that risks and priorities are reflected in training and education planning.
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 Education and Training Coordinator in the roles ascribed to him.

**Note**

The Education and Training Coordinator will be required to work outside normal working hours including Saturdays, Sundays and Public Holidays and during cyclonic periods and other natural calamities and emergencies.



**CERTIFIED CORRECT**

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

**09 October 2014**

Date.....