

REPUBLIC OF MAURITIUS

CIRCULAR LETTER NO. 23 of 2023

OUR REF: EST/1/02 C

13 April 2023

YOUR REF:

From: **Ag Senior Chief Executive, Ministry of Education, Tertiary Education, Science and Technology**

To: **Addressees (as per Annex)**

SUBJECT: **Coordinator (Holistic Education)**

Applications are invited from qualified officers of the Ministry of Education, Tertiary Education, Science and Technology who wish to be assigned duties at the level of Coordinator (Holistic Education).

2. **QUALIFICATIONS**

- A. By selection from among officers in the grade of Health and Physical Education Instructor who reckon at least 10 years' service in a substantive capacity in the grade.
- B. Candidates should possess good communication, interpersonal and supervisory skills.

3. **DURATION**

The assignment will be for an initial period of one year.

4. **ROLE AND RESPONSIBILITIES**

To be responsible to the Programme Manager (Holistic Education) for the implementation of curricular needs of pupils in the context of the Holistic Education Programme with a view to promoting their overall development.

5. **DUTIES**

- 5.1 To implement, monitor and evaluate Health and Physical Education, Civic Education, Road Safety and Performing Arts projects and programmes conducted in the context of the Holistic Education Programme.
- 5.2 To coordinate and supervise the teaching and learning of Health and Physical Education, Civic Education, Road Safety and Performing Arts in primary schools.
- 5.3 To contribute towards, or form part, as and when required, of curriculum panels in developing and monitoring the implementation of curriculum materials and evaluate curriculum materials produced.
- 5.4 To advise on training needs in the Holistic Education Programme.

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- 5.5 To organise and run training initiatives, in collaboration with other parties where required, and evaluate the effectiveness of such initiatives.
- 5.6 To plan and contribute towards the development of assessment in the context of the implementation of the Holistic Education Programme.
- 5.7 To monitor pupils' progress with regard to Holistic Education and to evaluate teaching methods used.
- 5.8 To visit schools and to monitor the work of Health and Physical Education Instructors and Primary School Educators teaching non-core subjects and to report thereon.
- 5.9 To form part of Committees and to participate in courses at regional and national levels, as and when required.
- 5.10 To use ICT in the performance of his duties.
- 5.11 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 Coordinator (Holistic Education Programme) in the roles ascribed to him.

6. **SALARY AND ALLOWANCE**

The selected candidate will retain the salary of his substantive post and will be paid a monthly allowance of Rs 5,000.

7. **MODE OF APPLICATION**

- 7.1 Applications should be made on prescribed forms obtainable at the:
 - Enquiry Unit of the Ministry of Education, Tertiary Education, Science and Technology, Ground Floor, MITD House, Pont Fer, Phoenix.
 - Customer Care Desk, Educational Zone 1, Mutual Aid Building, Phase 2, Level 4, 5 Guy Rozemont Square, Port Louis.
 - Customer Care Desk, Educational Zone 2, Sir F. Herchenroder Street, Beau Bassin.
 - Customer Care Desk, Educational Zone 3, Rose Belle (opposite Grand Port/Savanne District Council).
 - Customer Care Desk, Educational Zone 4, Level 2, Ebène Heights, Ebène.
- 7.2 The Application Form can also be downloaded from the website of the Ministry at the following address:
<https://education.govmu.org>
- 7.3 Qualified candidates should submit their Application Form together with copies of Birth Certificate, Marriage Certificate (where applicable), National Identity Card as well as academic qualifications.
- 7.4 Envelopes should clearly be marked "COORDINATOR (HOLISTIC EDUCATION)".

8. **IMPORTANT**

- (a) Only qualified candidates should apply;
- (b) applications not made on the prescribed form will not be accepted;
- (c) incomplete, inadequate or inaccurate filling of the Application Form may cause a candidate's elimination from the exercise;
- (d) applications obtained after the closing date indicated at paragraph 9 below will not be accepted;
- (e) this Ministry reserves the right not to make any appointment following this advertisement; and
- (f) Candidates will be contacted, as far as possible, by **email** and **phone**. **Candidates are therefore advised to submit a valid email address as well as a phone number on which they can be easily contacted.**

9. **CLOSING DATE OF APPLICATION**

Qualified candidates are requested to submit their applications on the prescribed form by registered post (**the envelopes should be clearly marked on the top left hand corner "Coordinator (Holistic Education)", Ministry of Education, Tertiary Education, Science and Technology**) together with photocopies of their Birth/Marriage Certificate, National Identity Card, Academic and Professional Qualifications, **not later than 15.00 hours on 03 May 2023 to:**

**The Senior Chief Executive
Ministry of Education, Tertiary Education, Science and Technology
2nd Floor, MITD House
Phoenix
(Attn. Human Resource Registry)**

Note

The Circular letter together with the application form are also available on the website of the Ministry at the following address:-

<https://education.govmu.org>

Date: 13 April 2023

**Ministry of Education,
Tertiary Education, Science
and Technology
MITD House,
Phoenix**