

COMMUNIQUE

MINISTRY OF EDUCATION, TERTIARY EDUCATION, SCIENCE AND TECHNOLOGY

Coordinator (Holistic Education)

Applications are invited from qualified candidates outside the Public Service, as well as serving officers of the Ministry of Education, Tertiary Education, Science and Technology, who wish to be considered for employment to the position of **Coordinator (Holistic Education)**.

The selected candidate will be appointed for an initial period of one year:

(i) on an assignment basis for serving officers;

or

(ii) on a contract basis in the case of a candidate outside the service.

II. AGE LIMIT

Candidates, if outside the service, should not have reached their 45th birthday by the closing date for the submission of applications.

III. QUALIFICATIONS

A. Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics obtained at not more than two sittings

OR

Passes not below Grade C in at least 5 subjects including English Language, French and Mathematics obtained at not more than 2 sittings at the GCE 'O' level provided that at one of the sittings, passes have been obtained either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject.

B. Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education 'A' Level.

C. A Diploma in Educational Management/Educational Leadership.

IV. EXPERIENCE AND OTHER REQUIREMENTS

Candidates should:

- (1) reckon at least ten years' experience not below the level of Primary School Educator in an Educational Institution;
- (2) possess good communication, interpersonal and supervisory skills; and
- (3) be fully computer literate.

NOTE

1. **Candidates should produce written evidence of experience claimed.**
2. **The onus for the submission of written evidence of experience claimed and equivalence of qualification (if applicable) from the relevant authorities (Higher Education Commission or Mauritius Qualifications Authority) rests on the candidates. Applications will not be considered in case of non-submission of written evidence of experience claimed and Equivalence Certificate, as appropriate, by the closing date.**

V. 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.

VI. DUTIES

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.
2. To coordinate and supervise the teaching and learning of Health and Physical Education, Civic Education, Road Safety and Performing Arts in primary schools.
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.
4. To advise on training needs in the Holistic Education Programme.
5. To organise and run training initiatives, in collaboration with other parties where required, and evaluate the effectiveness of such initiatives.
6. To plan and contribute towards the development of assessment in the context of the implementation of the Holistic Education Programme.
7. To monitor pupils' progress with regard to Holistic Education and to evaluate teaching methods used.
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.
9. To form part of Committees and to participate in courses at regional and national levels, as and when required.
10. To use ICT in the performance of his duties.
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.

VII. REMUNERATION

The selected candidate, if from outside the Service, will be offered employment on a contract basis and will be paid a monthly all-inclusive allowance of Rs 65,960 comprising (salary, travelling allowance and gratuity). In the event a serving officer is selected, he will be assigned the duties and responsibilities of Coordinator (HE) and will retain the salary of his substantive post and will be paid a monthly allowance of Rs 5,000.

VIII. MODE OF APPLICATION

- (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.
- (2) The Application Form can also be downloaded from the website of the Ministry at the following address:

<https://education.govmu.org>
- (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.
- (4) Envelopes should be clearly marked on the top left hand corner “COORDINATOR (HOLISTIC EDUCATION)”.

IX. 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 X below will not be accepted.**
- (e) **Only the best qualified candidates will be called for interview.**
- (f) **This Ministry reserves the right not to make any appointment following this Communiqué.**
- (g) **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.**

X. CLOSING DATE OF APPLICATION

Qualified candidates are requested to submit their applications on the prescribed form by registered post together with photocopies of their Birth Certificate, Marriage Certificate (where applicable), National Identity Card, Academic and Professional Qualifications, **not later than 15.00 hours on Monday 22 July 2024 to:**

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

Note

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

<https://education.govmu.org>

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

Date: 02 July 2024