

COMMUNIQUE

MINISTRY OF EDUCATION, TERTIARY EDUCATION, SCIENCE AND TECHNOLOGY

Project Manager - Zones D'Education Prioritaires (ZEP)

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 in the position of Project Manager for the Zones D'Education Prioritaires (ZEP).**

The selected candidate, **if outside the service**, will be offered employment as Project Manager on a contract basis for a period of one year in the first instance.

As regards **a serving officer**, he will be assigned the duties of Project Manager (ZEP).

A. AGE LIMIT

Candidates should not have reached their 65th birthday by the closing date for the submission of applications.

B. QUALIFICATIONS

Candidates should possess: -

- 1) A Degree from a recognised institution
- 2) A Master's Degree in Education or Educational Management or Curriculum development and pedagogy or Project Management from a recognised institution

OR

Equivalent qualifications acceptable to the Ministry

C. EXPERIENCE AND OTHER REQUIREMENTS

Candidates should:-

- (1) reckon at least ten years' experience at managerial level, **not** below the level of **Senior School Inspector** in the Education Sector;
- (2) have strong leadership and organisational skills;
- (3) be able to communicate effectively in both oral and written forms; and
- (4) be fully computer literate.

NOTE

1. Candidates should produce written evidence of experience/knowledge claimed.
2. The onus for the submission of written evidence of experience/knowledge 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/knowledge claimed and Equivalence Certificate, as appropriate, by the closing date.

D. DUTIES

1. To be responsible to the **Supervising Officer**, through the appropriate Directorate of the Ministry for the overall management and supervision of the ZEP Project.
2. To prepare a ZEP Strategic Plan for meeting all objectives of the ZEP Project.
3. To monitor all educational projects including Holistic Education Program and Early Digital Learning Programme (EDLP) in ZEP Schools.
4. To ensure the implementation of the ZEP Action Plan in Mauritius, Rodrigues and Agalega.
5. To advise on training needs of Educators posted in ZEP Schools.
6. To develop and use dashboards for monitoring of absenteeism, school feeding programs and performance of pupils.
7. To ensure attainment of the objectives set by the Ministry, more precisely to decrease the absenteeism rate and to increase the pass rate at all levels, including Primary School Achievement Certificate (PSAC).
8. To reinforce existing partnerships and build new ones with major stakeholders of ZEP (parents, the Private Sector and Forces Vives in the community) and to, accordingly, mobilize resources for the implementation of new pedagogical related activities.
9. To keep, monitor and update school profiles.
10. To oversee the operation of all components of the project and to accordingly put in place appropriate forum that would ensure exchange and sharing of good practices among the different clusters of schools, including non-ZEP ones.
11. To be responsible for the supervision of staff and for the monitoring and evaluation of the work at all levels.

12. To work in close collaboration with the Zonal Directorates and the Inspectorate Division of the Ministry and to accordingly propose solutions related to pupils' performance, behaviour, etc.
13. To hold meetings with the ZEP Coordinators, as and when required (at least once monthly).
14. To submit to the appropriate Director of the Ministry regular reports on the different aspects of the projects (e.g School Operation and Management, Infrastructure).
15. To use ICT in the performance of his duties.

Note: (i) **Incumbent for the position of Project Manager (ZEP) will also be required to work beyond normal office hours; and**

(ii) **The Project Manager is expected to work closely with all Headmasters of ZEP Schools in the attainment of the objectives of the ZEP Strategic Plan.**

E. 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 95,765 (comprising salary + travelling allowance + gratuity)**. In the event a serving officer is selected, he will be assigned the duties and responsibilities of Project Manager (ZEP) and the allowance payable to the officer would be the difference between the salary point **Rs 71,800** and the monthly salary drawn by the officer.

F. 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) Envelopes should be clearly marked on the top left hand corner "Project Manager (ZEP)", Ministry of Education, Tertiary Education, Science and Technology.

G. 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 H 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 advertisement.

H. 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/Marriage Certificate, Academic and Professional Qualifications, **not later than 15.00 hours on Monday 08 April 2024 to:**

The Supervising Officer
Ministry of Education, Tertiary Education, Science and Technology
2nd Floor, MITD House, Pont Fer
Phoenix
(Attn. Establishment Registry)

Note

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

<https://education.govmu.org>

Date: 19 March 2024

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