

# REPUBLIC OF MAURITIUS

Circular Letter No. 10 of 2025

08 July 2025

My Ref: EST/42/34/9 V.5

*From:* Senior Chief Executive, Ministry of Education and Human Resource

*To:* All Heads of Divisions/Sections  
Heads of Primary Schools (Government and Aided)  
Ag Director, Education Zones 1 - 4  
Officer-in-Charge, Specialised Schools

**Subject:** Cluster Coordinator (Zones d'Education Prioritaires) (ZEP)

Applications are invited from qualified officers of the Ministry of Education and Human Resource, who wish to be employed as Cluster Coordinator for the ZEP Project.

## **II. QUALIFICATIONS**

- (i) By selection from among officers of this Ministry possessing a Diploma/Degree and who hold a substantive appointment in the following grades:
  - i. **Primary School Educator**
  - ii. **Deputy Headmaster**
  - iii. **Deputy Head Teacher (Oriental Languages)**

## **III. EXPERIENCE AND OTHER REQUIREMENTS**

Candidates should:

- (i) reckon an aggregate of at least 10 years' experience in education of low performing pupils in Primary Schools operating within the ZEP;
- (ii) be fully conversant with issues pertaining to inclusive pedagogy, remedial education and school management;
- (iii) be computer literate with strong leadership and organizational skills; and
- (iv) be willing and fully committed to take up the challenges of the ZEP Sector.

#### IV. DUTIES

1. To be responsible to the Project Manager (ZEP) for:
  - (a) ensuring the cluster coordination of all the areas of operations of Primary Schools operating within the ZEP;
  - (b) effectively bringing together teaching and non-teaching staff to envision, plan, implement and evaluate programmes relating, *inter-alia*, to pedagogical and school management with emphasis on innovative practices and quality education; and
  - (c) promoting and facilitating at cluster level networking and sharing of good practices among teaching and non-teaching staff.
2. 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 Cluster Coordinator in the roles ascribed to him.

#### V. SALARY AND ALLOWANCE

The selected candidate will retain the salary of his/her substantive post and will be paid a monthly allowance of **Rs 10,610**.

#### VI. MODE OF APPLICATION

Applications should be made on **prescribed form** obtainable at the:

- Enquiry Unit of the Ministry of Education and Human Resource, Ground Floor, MITD House, Pont Fer, Phoenix.
- Educational Zone 1, Mutual Aid Building, Phase 2, Level 4, 5 Guy Rozemont Square, Port Louis.
- Educational Zone 2, Sir F. Herchenroder Street, Beau Bassin.
- Educational Zone 3, Rose Belle (opposite Grand Port/Savanne District Council).
- Educational Zone 4, Level 2, Ebène Heights, Ebène.

The Application Form can also be downloaded from the website of the Ministry at the following address:

<https://education.govmu.org>

Qualified candidates should submit their application form together with copies of Birth Certificate, Marriage Certificate (where applicable), academic qualifications, evidence of teaching experience, as well as documentary evidence regarding computer literacy.

Envelopes should clearly be marked “CLUSTER COORDINATOR (ZEP PROJECT)”.

## VII. IMPORTANT

- (i) Incomplete, inadequate or inaccurate filling of the Application Form may entail elimination of the applicant. **Only the prescribed Application Form should be used.**
- (ii) Candidates will be contacted, as far as possible, by **email** and **phone**. **Candidates are, therefore, requested to submit a valid email address as well as a phone number on which they can be easily contacted.**
- (iii) **The Ministry reserves the right to convene only the best qualified candidates for interview.**

## VIII. CLOSING DATE

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 28 July 2025 to:**

**The Senior Chief Executive  
Ministry of Education and Human Resource  
2<sup>nd</sup> Floor, MITD House  
Phoenix  
(Attn. Human Resource Registry)**

## IX. IMPORTANT

Heads of Divisions/Education Zones/Schools are hereby requested to ensure that a copy of this Circular Note is brought immediately, on receipt thereof, to the attention of all concerned officers, including those who are on leave.

**Date: 08 July 2025**

**Ministry of Education and Human Resource  
MITD House  
Phoenix**