

REPUBLIC OF MAURITIUS

MY REF: EST 42/34/9/4

Date: 06 January 2026

YOUR REF:

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

To: All Heads of Divisions/Sections
Ag Director (HRMD)
Ag Director, Education Zones 1 - 4
Rectors, State Secondary Schools
Manager, Human Resources, Zones 1 - 4

SUBJECT: Coordinator - Foundation Programme in Literacy, Numeracy and Skills

Applications are invited from qualified officers of the Ministry of Education and Human Resource who wish to be employed as Coordinator for the Foundation Programme in Literacy, Numeracy and Skills (FPLNS) for an initial period of two years.

II. QUALIFICATIONS

By selection from among officers of this Ministry who hold a substantive appointment in the following grades:

- (i) Quality Assurance Officer/Senior Quality Assurance Officer
- (ii) Senior Educator (Secondary)
- (iii) Educator (Secondary) reckoning at least 15 years' service

III. EXPERIENCE AND OTHER REQUIREMENTS

Candidates should be:

- (i) fully conversant with issues pertaining to Literacy and Numeracy;
- (ii) fully computer literate with strong leadership and organisational skills; and
- (iii) able to help learners develop their basic literacy, numeracy and vocational skills.

IV. DUTIES

- (i) ensuring that policies are implemented effectively in all FPLNS classes and reporting any remedial action;
- (ii) ensuring that each class has adequate subject Educators, ideally those who follow the cohort;
- (iii) ensuring that all teaching materials produced by the Mauritius Institute of Education are delivered to classes adequately;

- (iv) conducting training and workshops for Deputy Rectors, Senior Educators (Secondary), Educators (Secondary) and ex-Facilitators to support the implementation of the programme; and
- (v) monitoring, evaluating and reporting progress to guide policy decisions.

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 12,000.

NOTE

The Coordinators will be posted on a full-time basis at the Headquarters of the Ministry of Education and Human Resource for the implementation of the FPLNS.

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 II, Level 3, Guy Rozemont Square, Port Louis.
- Educational Zone 2, NCCRD, 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 “COORDINATOR - FPLNS”.

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 26 January 2026 to:**

**The Senior Chief Executive
Ministry of Education and Human Resource
2nd 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 Letter is brought immediately, on receipt thereof, to the attention of all concerned officers, including those who are on leave.