

MY REF: EST/42/34/9 V.3

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

**To: All Heads of Divisions/Sections  
Heads of Primary Schools (Government and Aided)  
Director, Education Zone 1, 2, 3, 4  
Officer-in-Charge, Specialized Schools, Pre-Vocational Schools, State Secondary  
Schools**

**SUBJECT: Cluster Co-ordinator – Zones d'Education Prioritaires (ZEP)**

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

**2. QUALIFICATIONS:**

- A. By selection from officers on the establishment of the Ministry who:
- (i) hold a substantive appointment and who possess a degree/diploma; and
  - (ii) reckon an aggregate of at least 10 years' experience in education of low performing pupils in Primary Schools operating within the ZEP.
- B. Candidates should be:
- fully conversant with issues pertaining to inclusive pedagogy, remedial education and school management.
  - computer literate with strong leadership and organizational skills.
  - willing and fully committed to take up the challenges of the ZEP Sector

**3. DUTIES**

- 3.1 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.

- 3.2 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/her.

#### 4. **SALARY AND ALLOWANCE**

The selected candidate will retain the salary of his/her substantive post and will be paid a monthly allowance of Rs 10,105.

#### 5. **MODE OF APPLICATION**

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

- Enquiry Unit of the Ministry of Education, Tertiary Education, Science and Technology, Ground Floor, MITD House, 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.

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

<http://ministry-education.govmu.org>

5.3 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.

5.4. Envelopes should clearly be marked “**CLUSTER CO-ORDINATOR (ZEP PROJECT)**”.

#### 6. **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 advised 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.**

**7. CLOSING DATE**

Applications should reach the Senior Chief Executive (Attn: Establishment Registry), Ministry of Education, Tertiary Education, Science and Technology, 2<sup>nd</sup> Floor, MITD House, Phoenix, **not later than 3.00 p.m (local time) on 28 September 2020.**

Applications received after the specified closing date and time will **not** be considered.

**IMPORTANT**

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

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

**Date: 08 September 2020**