

## **Circular Note No. 15 of 2023**

### **MINISTRY OF EDUCATION, TERTIARY EDUCATION, SCIENCE AND TECHNOLOGY**

#### **Vacancies for Post of Coordinators - Extended Programme**

Applications are invited from Educators (Secondary) reckoning at least five years teaching experience for secondment to the Extended Programme. The selected candidate will perform the duties of Coordinators for a period of one year in the first instance.

Candidates should be:

- Fully conversant with issues pertaining to extended programme.
- Fully computer literate with strong leadership and organizational skills.
- Willing and fully committed to take up challenges of the ZEP sector

#### **DUTIES**

The selected candidates would be required to:

- ensure that the policies vetted by the Extended Programme Task Force is effectively implemented in all Extended Programme classes and report accordingly for remedial actions, as and when necessary.
- ensure that all Extended Programme classes in Secondary Schools have a Facilitator and that the Facilitator, as far as possible, follows the cohort during their school career.
- ensure that all classes have adequate subject teachers and, as far as, possible the Subject Educator follows the cohort throughout the cycle.
- ensure that all the materials prescribed reach the classes in adequate number.
- support implementation of the programme at school and classroom level.
- Monitor, evaluate and report in an aim to inform policy.
- participate in dedicated think tank on the best way forward.
- ensure attendance and participation in the different meetings for school management, Head of Departments and subject Educators.
- perform any other duties as may be assigned.

## **SALARY**

The selected candidate will retain the salary of his/her substantive post and will be paid an appropriate monthly allowance.

## **NOTE 1**

Interested candidates are requested to submit their applications by registered post (envelope clearly marked Coordinator Extended Programme) together with photocopies of relevant educational and professional qualifications not later than **3.30 pm on Monday 17 April 2023** to;

The Ag Senior Chief Executive  
Ministry of Education, Tertiary Education, Science and Technology  
(Attn. Hr Secondary)  
MITD House, 2nd Floor, Pont Fer, Phoenix

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

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

## **NOTE 2**

Only the best candidates will be called for interview.

## **NOTE 3**

Applications obtained after the closing date will not be accepted. The onus for the prompt submission of the applications so that they reach the Ministry of Education, Tertiary Education, Science and Technology in time lies solely on applicants.

**Date: 27 March 2023**