

SPECIAL EDUCATION NEEDS AUTHORITY

VACANCY FOR THE POST OF DIRECTOR

Applications are invited from suitably qualified candidates for the post of Director, Special Education Needs Authority (SENA) on a contract basis for a period of two years. Upon satisfactory performance consideration may be given to appointment on the permanent and pensionable establishment of the Authority which is a corporate body operating under the aegis of the Ministry of Education, Tertiary Education, Science and Technology.

1. QUALIFICATIONS

- A. A degree in Science or Humanities or Education or Social Sciences or Management from a recognised institution.

- B. A Master's Degree in Education or Management or Public Administration or Business Administration or Public Sector Management from a recognised institution

OR

Equivalent qualifications to A and B acceptable to the Board.

- C. Candidates should –
 - (a) reckon at least five years' experience in Education or Special Education Needs sector;
 - (b) possess excellent leadership, managerial and organising skills;
 - (c) have a sound knowledge and understanding of special education needs;
 - (d) have the ability to –
 - (i) work in collaboration with other stakeholders dealing with special education needs;
 - (ii) show compassion and empathy towards learners requiring special education needs and towards their parents; and
 - (iii) tender strategic advice and adopt innovative approach;
 - (e) possess excellent interpersonal and communication skills;
 - (f) have the highest commitment to achieve the strategic objectives falling under his responsibility;
 - (g) have the ability to be flexible and to meet tight deadlines; and
 - (h) be computer literate.

Candidates should produce written evidence of experience/knowledge claimed.

2. ROLE AND RESPONSIBILITIES

To be responsible to the Board of the Special Education Needs Authority for the attainment of the corporate objectives of the Authority and for the control and management of the day-to-day business of the Board.

3. DUTIES

1. To be responsible to the Board for the overall management and administration of all the activities and functions of the Authority which include:
 - a) Innovation and organisational change
 - b) Productivity and efficiency improvements
 - c) Quality of services
 - d) Staff development
 - e) Working conditions
 - f) Responsiveness to stakeholders' needs
2. To be responsible for the implementation of the Board's decision.
3. To act in accordance with such directions as he may receive from the Board.
4. To attend all the meetings of the Board and participate in its deliberation.
5. To advise and guide the Board on the policy making on special education needs.
6. To advise and assist in curriculum design and development of special education needs and individual education programmes, and ensure their implementation.
7. To ensure that a need assessment exercise is conducted in the field of special education needs.
8. To ensure that Training Needs Analysis of teaching and non-teaching staff and any other resource persons of special education needs' institutions is carried out and appropriate training courses/ professional development programme be mounted.
9. To ensure the maintenance of a database of all special education needs institutions and learners with special education needs.
10. To ensure the Board is kept up to date with the latest educational trends in special education needs and inclusive education.
11. To ensure the proper planning, monitoring and control of resources.
12. To develop guidelines, directives and standards for promoting and enhancing qualitative education.
13. To develop a Quality Assurance Framework.

14. To devise strategies for the development and vulgarization of good practices in special education needs.
15. To formulate development plan of the Authority and to effectively monitor its implementation.
16. To promote research pertaining to special education needs and inclusion in order to better advise on policy matters.
17. To establish linkages and network with external partners (local and international) to obtain their collaborative support in the smooth running of projects and programmes in special education needs.
18. To co-ordinate and monitor the implementation of all educational policies and programmes falling under his area of responsibility.
19. To monitor Budget and Expenditure.
20. To use ICT in the performance of his duties.
21. 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 Director in the roles ascribed to him.

4. SALARY: Rs 62,950 monthly

5. DURATION OF CONTRACT : A period of two years

6. LEAVE: In accordance with existing regulations in force.

7. FRINGE BENEFITS

(a) 100% duty remission for the purchase of a car with engine capacity of up to 1500 cc or a car of higher engine capacity not exceeding 2250 cc provided he pays the difference in the excise duty or a monthly car allowance of Rs 3,865 in lieu of duty remission.

(b) Loan facilities for the first purchase of a car equivalent to 21 months' salary with interest at the rate of 4% per annum, refundable in 84 monthly instalments subject to production of a bank guarantee to cover the full amount of the loan. In case, bank guarantee is not produced, loan facilities up to 12 months' salary at the rate of 4% per annum refundable in 48 monthly instalments subject to the conditions that he is legally bound to reimburse, forthwith, the outstanding loan on termination or expiry of contract.

(c) Proportionate duty is payable if the contract expires or is terminated or if ever the car is sold within four years as from the date of purchase thereof.

(d) The outstanding loan and proportionate duty, if any, should be reimbursed within a month as from the date the contract comes to expiry or is terminated.

(e) The selected candidate will have to exercise the option of duty exemption on a car or a monthly car allowance in lieu thereof at the beginning of his contract. The option for car allowance once exercised would be irrevocable for the duration of the first contract and may be reviewed upon renewal of his contract.

(f) Travelling allowance and passage benefits in accordance with existing regulations in force.

(g) Gratuity at rate of two months' salary on completion of 12 months' satisfactory service.

8. TERMINATION OF CONTRACT

(a) The SENA may at any time determine the employment by giving one month's notice, in writing, or by paying him/her one month's salary.

(b) The officer may resign from his/her employment by giving one month's notice, in writing, or by paying one month's salary in lieu of notice to the SENA.

(c) Should the officer in any manner misconduct himself/herself, the SENA may terminate his/her employment forthwith and thereupon, all rights and advantages reserved to him/her shall cease.

9. MODE OF APPLICATION

Candidates should submit their application on the SENA application form which may be obtained **either** from the Reception Counter of the Ministry of Education, Tertiary Education, Science and Technology, MITD House, Pont Fer, Phoenix **or** on the website of the Ministry at <http://ministry-education.govmu.org/>

Application form duly filled in with photocopies of qualifications, CV and testimonials should preferably be sent by registered post so as to reach the Chairperson, Special Education Needs Authority c/o Secretariat, Special Education Needs Authority, 2nd Floor, MITD House Phoenix **by 15 00 hours at latest on Thursday 27th February 2020.**

NOTE:

1. The onus for the submission of written evidence of experience/knowledge claimed and equivalence of qualifications (if applicable) from the relevant authorities (Tertiary Education Commission or Mauritius Qualification 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.
2. The SENA reserves the right not to fill the vacancy following this advertisement.
3. The post applied for should be clearly marked on the left hand corner of the envelope.
4. Only the best qualified candidates will be convened for interview.
5. Late/incomplete application or application not made on the prescribed form will not be considered.

Date: 30.01.2020