

SPECIAL EDUCATION NEEDS AUTHORITY

VACANCY FOR THE POST OF ADMINISTRATIVE SECRETARY

Applications are invited from suitably qualified candidates for the post of Administrative Secretary, 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 or Business Administration from a recognised institution or an equivalent qualification acceptable to the Board.
- B. Candidates should –
 - (i) reckon at least two years' post-qualification experience;
 - (ii) have knowledge in special education needs;
 - (iii) possess good leadership, interpersonal and communication skills;
 - (iv) have a high sense of responsibility, trustworthiness, discretion, tact, integrity and confidentiality;
 - (v) the ability to meet tight deadlines; and
 - (vi) be computer literate.

Candidates should produce written evidence of experience/knowledge claimed.

2. ROLE AND RESPONSIBILITIES:

To assist the Director in the proper administration of the Authority to enhance its efficiency and effectiveness and in ensuring a high quality service.

3. DUTIES

- 1. To act as Secretary and to keep record of the Board meetings.
- 2. To attend other committees and keep records thereof, as and when required.
- 3. To assist the Director in the –
 - (i) administrative and legal issues;
 - (ii) preparation of relevant legislation;
 - (iii) overall responsibility for security matters pertaining to the Authority; and
 - (iv) computerisation process of the Authority.

4. To prepare the timely submission of accurate returns/status reports/position papers, as and when required.
5. To follow up on decisions taken by the Board.
6. To ensure that all issues requiring legal advice are promptly attended to.
7. To coordinate and supervise the work of staff working under his supervision.
8. To manage and ensure safekeeping of official documents/records and equipment.
9. To deal with matters relating to bids, inventories, provision of office accommodation, furniture, equipment and maintenance.
10. To use ICT in the performance of his duties.
11. 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 Administrative Secretary in the roles ascribed to him.

Note

The Administrative Secretary may be required to work outside normal working hours, including Saturdays, Sundays and Public Holidays.

4. SALARY: Rs 25,525 monthly

5. DURATION OF CONTRACT : A period of two years

6. FRINGE BENEFITS

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

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

7. 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.

8. 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