

# **SPECIAL EDUCATION NEEDS AUTHORITY**

## **NOTICE OF VACANCIES**

Applications are invited from suitably qualified candidates for the following posts at the Special Education Needs Authority (SENA), a corporate body operating under the aegis of the Ministry of Education, Tertiary Education, Science and Technology.

1. Confidential Secretary
2. Clerk/Word Processing Operator (on contract)
3. Enlistment of Research Assistants (on contract)
4. Enlistment of Resource persons SEN (on contract)
5. Human Resource Management Officer (on contract)
6. Quality Assurance Officer (on contract)

For the following posts on **contract basis** for a period of **one year**:

7. Physiotherapist (on contract)
8. Occupational Therapist (on contract)
9. Speech Therapist and Audiologist (on contract)
10. Clinical Psychologist (on contract)
11. Educational Psychologist (on contract)

After the contractual employment of one year and subject to satisfactory performance, consideration may be given for appointment on the Permanent and Pensionable Establishment of the Special Education Needs Authority which is a corporate body operating under the aegis of the Ministry of Education, Tertiary Education, Science and Technology.

### **Age Limit**

Candidates should not have reached 45 years of age as at the closing date for the submission of applications.

Closing date for submission of application is **29 May 2023**

7.

For further details, please visit our website on <https://sena.govmu.org/sena/>.

**SEN Authority (SENA)**  
**2<sup>nd</sup> Floor, office 2.44, MITD Building**  
**Pont Fer, Phoenix**

**18 May 2023**

## **1. Confidential Secretary**

Applications are invited from qualified candidates in the public sector who wish to be considered for appointment as Confidential Secretary at the Special Education Needs Authority.

### **1. Qualifications**

By selection from among public officers in the grades of Senior Word Processing Operator and Word Processing Operator in the Public Sector who-

- (i) reckon at least ten years' service in a substantive capacity in the cadre;
- (ii) possess a certificate in word processing from a recognized institution;
- (iii) are fluent in English and French;
- (iv) have shown qualities of trustworthiness, discretion, maturity, tact, confidentiality and initiative;
- (v) are capable of dealing efficiently with members of the public and other stakeholders; and
- (vi) have the ability to meet deadlines.

#### **NOTE:**

Confidential Secretary may be required to follow training, as and when required, to equip them to perform their work.

### **2. Duties**

- (i) To arrange appointments and deal with enquires.
- (ii) To make telephone calls and screen incoming calls and visitors and determine the course of action required for satisfactory disposition.
- (iii) To take messages and facilitate the process of communication between the relevant stakeholders.
- (iv) To perform general secretarial duties including the taking of notes, typing, classification and retrieval of records and documents.
- (v) To perform word processing and telex/telefax duties and simple computer/data processing work and operate e-mail services.
- (vi) To keep track of important document, papers and make them available expeditiously.
- (vii) To prioritise work on a daily basis and to be responsible for ensuring that deadlines are met and appointment honoured
- (viii) To ensure that meetings are well organized and take place in time and appropriate information be made available.

- (ix) 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 Confidential Secretary in the roles ascribed to him.

NOTE:

Confidential Secretary may be required to work after normal working hours.

**3. Salary**

The permanent and pensionable post carries salary in the scale Rs 21,475 x 375 – 22,225 x 400 – 23,425 x 525 -26,050 x 675 – 27,400 x 825 - 35, 650 x 900 – 37,450 x 950 -42,200 x 1,300 – 43,500 a month.

## **2. Clerk/Word Processing Operator** **(On Contract)**

Applications are invited from suitably qualified candidates who wish to be considered for employment as Clerk/Word Processing Operator on a contract basis for a period of one year After the contractual employment of one year and subject to satisfactory performance, consideration may be given for appointment on the Permanent and Pensionable Establishment of the Special Education Needs Authority which is a corporate body operating under the aegis of the Ministry of Education, Tertiary Education, Science and Technology.

### **Qualifications:**

- A. A Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics obtained on one certificate or passes not below Grade C in at least five subjects including English Language, French and Mathematics obtained on one certificate at the General Certificate of Education "Ordinary Level" or an equivalent qualification acceptable to the Board.

### **Note**

Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at "Principal Level" and one subject at "Subsidiary Level" as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations.

- B. The Cambridge Higher School Certificate or passes in at least two subjects obtained on one certificate at the General Certificate of Education "Advanced Level" or an equivalent qualification acceptable to the Board.
- C. A certificate in Word Processing or Data Processing from a recognized institution.
- D. A certificate in keyboarding or typewriting with a speed of at least 30 words per minute from a recognized institution.
- E. Be computer literate.

NOTE 1: Candidates not possessing qualification at C above will also be considered provided they can type/operate a keyboard efficiently at a speed of at least 25 words a minute. They will be required to undergo a test as arranged by the Board.

NOTE 2: Candidates not possessing qualification at D above will also be considered provided they can operate a computer and make use of word processing and data processing packages. They will be required to undergo a test as arranged by the Board.

**Duties:**

1. To perform duties of a clerical nature such as –
  - (a) the preparation, scrutiny and processing of documents/cases and records;
  - (b) the preparation of simple documents subject to check;
  - (c) registry work;
  - (d) simple finance, establishment and stores work under supervision; and
  - (e) the drafting of replies to simple correspondence.
2. To maintain files, forms, reports and other materials for mailing and operate e-mail services.
3. To keep records regarding documents, books, magazines of the SENA and assist users by providing relevant information, whenever required.
4. To perform word processing and computer/data processing work and collate general office correspondence /documents/ reports and other materials.
5. To operate modern office equipment such as telefax machine and electronic photocopying machine.
6. To replace Confidential Secretaries, as and when required.
7. To use ICT in the performance of his duties.
  
8. 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 Clerk/Word Processing Operator in the roles ascribed to him.

**Salary:** Rs 16,785

### **3. Enlistment of Research Assistants** **(On Contract)**

Applications are invited from suitably qualified candidates who wish to be employed as Research Assistant (on contract) at the Special Education Needs Authority.

#### **1. Qualifications**

A. A Degree holder, preferably in the field of Education or Social Sciences /Humanities

B. Candidates should –

- (i) have experience in Counseling and special education needs;
- (ii) have experience in conducting interviews, data transcription, data entry and data analytics;
- (iii) be proficient in oral and written English;
- (iv) display high professional ethics;
- (v) be able to execute instructions in a swift and efficient manner

Candidates should produce written evidence of experience/knowledge claimed.

#### **2. Duties**

- To carry out literature review.
- To conduct interviews.
- To collect and analyse data.
- To write progress report for projects, reports and other documents.
- To assist Learners and provide counseling frameworks as and when required.
- To assist in developing Quality Handbook and its implementation.
- 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 Research Assistant in the roles ascribed to him.

**3. Remuneration:** A flat rate of Rs 23,500/= per month will be paid subject to satisfactory performance. All travelling expenses (to attend official duties only) will be refunded at bus rate

#### **4. Enlistment of Resource persons SEN (on contract)**

Applications are invited from suitably qualified candidates who are interested to work at the Special Education Needs Authority for the development of educational resources and to provide support to Visual impaired and hearing-impaired children.

#### **Qualifications:**

##### **A. Candidates are required to possess the following qualifications:**

- (i) a Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level” or an equivalent qualification acceptable to the Board;
- (ii) a degree in Educational Technologies/Instructional Design/Graphic Design and Multimedia/Computer Science or an equivalent relevant qualification;
- (iii) Note that a Master's degree in Educational Technologies/Instructional Design/Graphic Design and Multimedia/Computer Science or an equivalent relevant qualification would be an advantage.

##### **B. Candidates should also:**

- (i) possess good interpersonal and communication skills; and
- (ii) be familiar with modern trends and techniques in the field of Special Education Needs and digital transformation in education.

##### **Duties:**

- (i) To be responsible for the design and development of digital learning resources;
- (ii) To liaise with Subject Matter Expert (SME) for the design and development of digital learning resources;
- (iii) To explore and propose innovative ways of developing learning resources;
- (iv) To assist SEN Learners and conduct regular meetings with parents;
- (v) To perform audio/video recording and editing;
- (vi) To ensure that the digital learning resources developed are tested, validated and endorsed by learners through Resource Validation Sheets;
- (vii) To meet resource development targets as assigned by the coordinators;
- (viii) To use ICT in the performance of his duties; and
- (ix) To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected in the role ascribed to the resource person.

**Remuneration:** A flat rate of Rs 28,225/= per month will be paid subject to satisfactory performance. All travelling expenses (to attend official duties only) will be refunded at bus rate.

## **5. Enlistment of Human Resource Management Officer (on contract)**

The Special Education Needs Authority (SENA) a parastatal body operating under the aegis of the Ministry of Education, Tertiary Education, Science and Technology is inviting applications from suitably qualified candidates who wish to be considered for appointment as Human Resource Management Officer (HRMO) on contract basis for a period of one year. After the contractual employment of one year and subject to satisfactory performance, consideration may be given for appointment on the Permanent and Pensionable Establishment of the Special Education Needs Authority

**Age Limit:** Candidates, unless already in the Public Sector (including parastatal bodies and Local Authorities), should not have reached their 40th birthday by the closing date for the submission of applications.

**Salary:**

Rs 26300 x 775 –32500 x 925 –37125 x 1225 –40800 x 1525 –49950 x 1625 –56450

**Qualifications:**

A. A Degree in Human Resource Management from a recognised institution or an equivalent qualification acceptable to the Board.

B. Candidates should-

- (i) Reckon at least two years 'post-qualification experience in the field of Human Resource Management;
- (ii) possess good analytical and problem-solving skills;
- (iii) have good interpersonal and communication skills and the ability to promote team work;
- (iv) be proactive and resourceful and are able to work under pressure;
- (v) be computer literate.

Candidates should show written evidence of experience/knowledge claimed.

**Role and Responsibilities:**

To be responsible for planning, coordinating and implementing human resource policies, strategies, systems and processes in line with the goals and objectives of the SEN Authority.

Note: The Human Resource Management Officer (HRMO) may be required to work outside normal working hours, as and when required.



## **6. Enlistment of Quality Assurance Officer (on contract)**

Applications are invited from suitably qualified candidates who wish to be considered for employment as a Quality Assurance officer on a contract basis for a period of one year. After the contractual employment of one year and subject to satisfactory performance, consideration may be given for appointment on the Permanent and Pensionable Establishment of the Special Education Needs Authority, which is a corporate body operating under the aegis of the Ministry of Education, Tertiary Education, Science and Technology.

**Salary: Rs 27400 x 825–35650 x 900–37450 x 950–42200 x 1300–46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700**

### **Qualifications:**

A Master's Degree in Quality Management or Business Administration or Public Sector Management or in a related field from a recognised institution or an equivalent qualification acceptable to the Board.

Candidates should reckon at least three years' post-qualification experience in the field of Education or Management or Administration.

Candidates should –

- (i) possess good communication and interpersonal skills; and
- (ii) be computer literate. Candidates should produce written evidence of experience/knowledge claimed.

### **Duties:**

- To be responsible to the Director SEN Authority and to assist in the development of Quality Assurance for SEN Schools
- To provide administrative and technical support in the operation of SENA's Quality assurance processes.
- To assist in the internal audit arrangements of the SENA.
- To assist in implementing external quality assessment of its programmes/activities.
- To act as Secretary in committees relating to quality assurance.
- To use ICT in the performance of his duties.
- 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 Quality Assurance Officer in the roles ascribed to him.

**Other Benefits:** Leave, Travelling, Passage and other Benefits, subject to eligibility, in accordance with the 2021 PRB Report and the Addendum Report to the 2021 PRB Report.

### **Mode of Application:**

- (i) Candidates should submit their application on the prescribed form which may be obtained from the website of the SENA: <https://sena.govmu.org/sena/>
- (ii) Copies of the relevant educational certificates, documentary evidence of experience/knowledge claimed and National Identity Card/Birth Certificate and Marriage Certificate (if applicable) must be attached to the application.

- (iii) Originals of documents should be produced at the time applicants will be called for interview.

**Closing Date:**

Application forms, duly filled in, should reach the Special Education Needs Authority, 2<sup>nd</sup> Floor, MITD House, Phoenix **by 15 00 hours at latest on 29<sup>th</sup> May 2023.**

**Date: 11 May 2023**

**NOTE:**

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

## **7. Physiotherapist (On Contract)**

### **Qualifications:**

A degree in Physiotherapy from a recognised institution or equivalent qualification acceptable to the Board

### **Salary**

**Rs 28225 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800**

### **Duties**

1. To be responsible to the Director of the SEN Authority for:
  - (i) administering and carrying out appropriate treatment on learners' requiring special education needs' treatment;
  - (ii) communicating with referring physician or other health care professionals regarding learners with special education needs' problems, needs and progress;
  - (iii) planning and implementing physiotherapist programmes including therapeutic exercises, mobilization techniques, education, the use of electrotherapeutic and other mechanical equipment and hydrotherapy; and
  - (iv) the training and supervision of the work of junior staff at the level of the Authority.
2. To examine and assess the physical abilities and functions of special education needs' learners through evaluative procedures.
3. To advise learners requiring special education needs' treatment and their families regarding exercises to be practiced at home.
4. To evaluate effectiveness of treatment and taking remedial action accordingly.
5. To maintain clinical and basic statistical records and liaise with other health care professionals as and when required.
6. 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 Physiotherapist in the roles ascribed to him

## **8. Occupational Therapist (On Contract)**

### **Qualifications**

A Degree in Occupational Therapy from a recognised institution or equivalent qualification acceptable to the Board

### **Salary**

**Rs 28225 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800**

### **Duties**

1. To be responsible to the Director of the SEN Authority for:
  - (i) the assessment, evaluation and treatment of patients referred for occupational therapy in hospitals and other institutions; and
  - (ii) carrying out and ensuring a high standard of care and treatment of patients referred for rehabilitation.
2. To carry out diagnostic exercises in SEN's schools to identify learners with difficulties/impairments/limitations in physical or mental functioning for occupational therapy.
3. To examine and provide treatment to learners with special education needs for their habilitation and rehabilitation as appropriate.
4. To refer cases detected for further treatment, to the appropriate specialists.
5. To undertake individual follow-up of learners with special education needs.
6. To provide advice to parents, to support and empower them to continue exercises with the learners at home.
7. To provide support and work in close collaboration with other stakeholders and staff of the SENA such as Psychologists, Educational Psychologists, Speech Therapist and Audiologists and Social Facilitator for the integration/adaptation of learners with special education needs in the system.
8. To train the Personnel of SEN Institutions and Inclusive Schools and other skilled staff working with learners with special education needs.

9. To conduct sensitization/awareness programmes in SEN Institutions and Inclusive Schools.
10. To submit appropriate reports to the Director of the Authority.
11. To collect and update data and ensure the upkeep of records on relevant cases.
12. 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 Occupational Therapist in the roles ascribed to him

## **9. Speech Therapist and Audiologist (On Contract)**

### **Qualifications**

A degree in Speech Therapy and Audiology from a recognised institution or equivalent qualification acceptable to the Board.

### **Salary**

**Rs 28225 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800**

### **Duties**

1. To be responsible to the Director of the SEN Authority for:
  - (i) assisting in the day to day administration of Speech Therapy and Audiology Units; and
  - (ii) assessing, diagnosing and treating cases with communication disorders including voice, speech, language and reading/writing difficulties.
2. To carry out diagnostic exercises in SEN's schools to identify learners with communication disorders including voice, speech, language and reading/writing difficulties and hearing disorders.
3. To examine and provide treatment to learners with special education needs for their habilitation and rehabilitation as appropriate.
4. To refer cases detected for further treatment, to the appropriate specialists.
5. To undertake individual follow-up of learners with special education needs.
6. To provide advice to parents, to support and empower them to continue exercises with the learners at home.
7. To provide support and work in close collaboration with other stakeholders and the multi-disciplinary staff of the Special Education Needs Authority such as Educational Psychologists and Social Worker for the integration/adaptation of learners with special education needs in the system.
8. To train the Personnel of SEN Institutions and Inclusive Schools and other skilled staff working with learners with special education needs.
9. To conduct sensitization/awareness programmes in SEN Institutions and Inclusive Schools.

10. To submit appropriate reports to the Director of the Authority.
11. To collect and update data and ensure the upkeep of records on relevant cases.
12. 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 Speech Therapist and Audiologist in the roles ascribed to him

## **10. Clinical Psychologist (On Contract)**

### **Qualifications**

A degree in Psychology or Psychopathology from a recognised institution or equivalent qualification acceptable to the Board.

### **Duties**

1. To contribute to Special Education Needs' learners intellectual health care services and the prevention of ill-health resulting from health damaging behaviour.
2. To participate in the provision of clinical services as follows-
  - (i) Psycho-metric assessments;
  - (ii) Personal and emotional problems;
  - (iii) Social disabilities;
  - (iv) Family and sexual problems; and
  - (v) Health damaging use of alcohol, drugs and habit problems.
3. To administer psychological tests and prepare psychological reports.
4. To conduct psychotherapy counselling sessions.
5. To provide Psychological services to Learners attending specialized schools.
6. To train staff as and when required which includes developing, organizing, educating and training staff in psychological knowledge and skills.
7. To carry out research work relating to psychological treatment including investigating potential applications of psychology to areas of needs served and providing advice to other professionals, as required on research design and method.



8. Participating in primary prevention and rehabilitation programmes.
9. To contribute to the development of the health programmes of the Authority.
10. To communicate with referring physician or other health care regarding Learners' problems, needs and progress.
11. To maintain clinical and basic statistical records and liaising with other health care professionals as and when required.
12. 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 Clinical Psychologist in the roles ascribed to him

**Salary**

**Rs 28225 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800**

## **11. Educational Psychologist (On Contract)**

### **Qualifications**

A degree in Psychology from a recognised institution or equivalent qualification acceptable to the Board.

### **Duties**

To be responsible to the Director of the Authority for:

1. giving psychological advice to teachers and Educators of Special Education Needs (SEN) Institutions and Inclusive Schools (e.g. methods, educational psychology organisation, individualised instruction programmes, behaviours modification techniques);
2. conducting in-service courses for SEN Institutions and Inclusive Schools staff after school hours and during school holidays in collaboration with Social Worker;
3. advising parents by way of visits, talks, pamphlets, booklets, guidelines;
4. assessing learners with special needs and ensuring follow up measures with the assistance of Social Worker and other staff
5. collaborating in organising, co-ordinating and supervising special education programmes;
  - a. promoting mental health programmes and counselling in SEN Institutions and Inclusive Schools;
  - b. carrying out action research and case studies on areas related to under-achievement and submitting proposals/measures for improvement;
6. initiating action on early identification of disabilities, providing proper advice and ensuring necessary follow-up in collaboration with Social Worker and other staff;
7. helping in the elaboration and adaptation of psychopedagogical tools;

8. collecting and updating data and ensuring the upkeep of records on relevant cases; and
9. working in close collaboration within the multi- disciplinary team and the Heads of SEN Institutions (and Inclusive Schools) to improve learners' performance and ensure their well-being.
10. 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 Educational Psychologist in the roles ascribed to him

**Salary**

**Rs 28225 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700**