

Curriculum Officer (On Contract)

Applications are invited from suitably qualified candidates who wish to be considered for employment as Curriculum 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 under the aegis of the Ministry of Education, Tertiary Education, Science and Technology.

SALARY SCALE :

Rs 30700 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400 x 1800 - 69800

Qualifications:

Candidates should –

- A. possess a degree in the field of Education from a recognised institution or an equivalent qualification acceptable to the Board.
- B. (i) possess good organizing and managerial skills;
(ii) possess good interpersonal and communication skills;
(iii) be proactive and have the ability to meet tight deadlines; and
(iv) be computer literate.

DUTIES:

1. To conduct research and identify training needs for new courses.
2. To design, develop and manage curriculum material and text books based either on research or on existing unit standards developed by the Mauritius Qualification Authority (MQA) in collaboration with relevant stakeholders.
3. To ensure that existing curricula are regularly updated to reflect needs of industry and new technological development.
4. To advise on training design and training delivery methodology.
5. To review training programmes as and when required.
6. To liaise with the MQA for matters relating to accreditation of programmes, approval of courses and registration of trainers.

7. To liaise with the MQA for matters regarding development of Unit Standards.
8. To use ICT in the performance of his duties.
9. 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 Curriculum Officer in the roles ascribed to him.