

## **Liaison Officer/Senior Liaison Officer (On Contract)**

Applications are invited from suitably qualified candidates who wish to be considered for employment as Liaison Officer/Senior Liaison 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 21,850 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 – 46,100 x 1,575 – 49,250 x 1,650 – 54,200 x 1,700 – 55,900

### **Qualifications:**

A. A degree in Business Administration or Public Administration and Management or Law from a recognised institution or an equivalent qualification acceptable to the Board.

B. Candidates should –

- (i) possess good organisational, interpersonal and communication skills;
- (ii) have a good grasp of developments in the education sector;
- (iii) have good knowledge of public relations; and
- (iv) have innovative and creative capabilities.

### **NOTE**

1. Candidates should produce written evidence of knowledge claimed.
2. The onus for the submission of written evidence of knowledge claimed and equivalence of qualification (if applicable) from the relevant authorities (Higher Education Commission or Mauritius Qualifications Authority) rests on the candidates.

Applications will not be considered in case of non-submission of written evidence of knowledge claimed and Equivalence Certificate, as appropriate, by the closing date.

**DUTIES:**

1. To inform the public on educational policies and activities of the Authority.
2. To establish close links between the educational institutions and the community.
3. To enquire into representations and grievances received, submit reports thereon and follow up with appropriate divisions on remedial action taken.
4. To inquire into problems in schools and report to the Authority.
5. To conduct surveys related to education and compile data.
6. To assist in the organisation of official functions of the Authority.
7. To process applications for use of school premises and equipment.
8. To submit annual reports including recommendations for improving Public Relations services.
9. To act as Secretary to Committees, as and when required.
10. To provide information and guidance to Parent Teachers' Associations.
11. To work in close collaboration with Parent Teachers' Associations.
12. To promote good relations with the public and other authorities.
13. To use ICT in the performance of his duties.
14. 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 Liaison Officer/Senior Liaison Officer in the roles ascribed to him/her.