

1. 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 Director, Special Education Needs Authority, Cyber Tower 2 (Level B), Ebene Cybercity by **15 00 hours at latest on Wednesday 18 October 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.

**Special Education Needs Authority
Cyber Tower 2 (Level B)
Ebene Cybercity
Tel: 460 3015**

06 October 2023