

MAURITIUS QUALIFICATIONS AUTHORITY

SCHEME OF SERVICE

Post: Manager

Salary Scale: Rs 68000 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 94500 (MQA 14)

Qualifications:

- A. A degree from a recognized institution or an equivalent qualification acceptable to the Board.
- B. Candidates should:
 - i. have considerable administrative ability;
 - ii. reckon at least 5 years' experience in a position of responsibility in the Management or Industrial or Educational or Vocational or Technical field; and
 - iii. have good communication and interpersonal skills.

Candidates should produce written evidence of any experience claimed.

Note: Preference will be given to candidates possessing a post graduate qualification.

Duties for Learner Attainment and Information Services Section

1. To assist the Deputy Director in the discharge of his duties.
2. To maintain a database of learning accounts of Mauritians.
3. To advise on matters pertaining to the National Qualifications Framework.
4. To establish and maintain integration of databases from the other Divisions of the Authority.
5. To recommend and advise on the policies, processes, rules and regulations for access to information on the database.
6. To coordinate, administrate and implement policies and processes related to access to information on the database.
7. To prepare reports on learning activities and assessment for submission to the Director and the Mauritius Qualifications Authority Board.
8. To ensure verification for the issue of learning records and certificates.
9. To prepare detailed time-bound-target bases programmes of work for implementation.
10. To work out the best alternative means for the implementation of projects, after consultation with other Divisions.
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 Manager in the roles ascribed to him/her.

Duties for Framework Services Section

1. To assist the Deputy Director in the discharge of his duties.
2. To recommend and advise on policies, processes and criteria for establishing national standards and qualifications.
3. To co-ordinate, administer and implement policies and tasks related to the establishment of national standards and qualifications.
4. To advise on matters pertaining to the National Qualifications Framework.
5. To generate and register national standards and qualifications in consultation with stakeholders.
6. To maintain a register of national standards and qualifications.
7. To recommend and advise on policies, processes and strategies for the registration of bodies responsible for monitoring and auditing standards and qualifications.
8. To coordinate, administer and implement policies related to registered unit standards and qualifications.
9. To prepare and publish information/documents related to registered unit standards and qualifications.
10. To prepare reports on national standards and qualification for submission to the Director and the Board of the Authority.
11. To work out the best alternatives means for the implementation of projects, after consultation with other Divisions.
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 Manager in the roles ascribed to him/her.

Duties for Quality Assurance Services Section

1. To assist the Deputy Director in the discharge of his duties.
2. To recommend and advise on policies, processes and criteria for registration and accreditation.
3. To co-ordinate, administer and implement policies and tasks related to registration and accreditation.
4. To maintain a database related to the registration and accreditation.
5. To advise on matters pertaining to the National Qualifications Framework.
6. To recommend and advise on policies, processes and strategies for evaluation and audit of training institutions.
7. To implement evaluation and audit policies and procedures in a timely and effective manner so as to ensure quality of training and assessment being dispensed by registered and accredited training institutions.
8. To prepare and publish information/documents related to registration and accreditation of training institutions, trainers and courses.

9. To initiate and ensure operational effectiveness of systems so as to ensure national assessment quality and consistency.
10. To prepare reports on registration and accreditation of training institutions for submission to the Director and the Board of the Authority.
11. To prepare detailed time-bound target-based programmes of work for implementation.
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 Manager in the roles ascribed to him.

Duties for Qualifications Evaluation Services Section

1. To assist the Deputy Director in the discharge of his duties.
2. To recommend and advise on policies, processes and criteria for recognition and validation of competencies for purposes of certification obtained outside the formal education and training systems.
3. To co-ordinate, administer and implement policies and tasks related to the assessment, accreditation and Recognition of Prior Learning (RPL).
4. To maintain databases related to Recognition of Prior Learning.
5. To advise on matters pertaining to the National Qualifications Framework.
6. To recommend and advise on policies and processes for evaluation of qualifications.
7. To coordinate, administer and implement policies related to evaluation of qualifications.
8. To prepare information and documents on Recognition of Prior Learning.
9. To recommend and advise on policies for detection and prevention of forgery.
10. To prepare reports on qualification evaluation for submission to the Director and the Board of the Authority.
11. To prepare detailed time-bound target-based programmes of work for implementation.
12. To work out the best alternatives means for the implementation of projects, after consultation with other Divisions.
13. 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 Manager in the roles ascribed to him.

A Manager of a Division is transferable to any other Division of the Authority.