

MAURITIUS QUALIFICATIONS AUTHORITY

SCHEME OF SERVICE

Post: Deputy Director

Salary Scale: Rs 94500 x 3125 - 103875 (MQA 15)

Qualifications:

- A.**
- (i) A degree from a recognised Institution; and
 - (ii) a Master's degree from a recognised institution

Or

Equivalent qualifications to (i) and (ii) above acceptable to the Board.

B. Candidates should-

- (i) reckon at least five years' experience in a senior position not below the grade of Manager or Manager, Corporate Services or a similar grade/position in another organisation.
- (ii) possess strong leadership, managerial, interpersonal and communication skills;
- (iii) be proactive and have the ability to work under pressure;
- (iv) possess strong analytical skills and be able to adopt a multi-disciplinary approach to problem-solving; and
- (v) be computer literate.

Candidates should produce written evidence of any experience claimed.

Role and Responsibilities:

1. To assist the Director in the execution of the policies, control and management/general administration of the Mauritius Qualifications Authority, the implementation of its objectives in line with the Authority's vision and mission.

Duties:

1. To work closely with the Director and to make a full contribution to the future direction, operation and development of the Authority.
2. To think strategically, innovate, develop and assist in the implementation of policies and to build and motivate teams to achieve results.
3. To provide Secretarial support to the Board and any committees of the Board.
4. To lead staff of the Authority in the following activities: -

- (i) registration and accreditation of Training Institutions
 - (ii) implementation of quality concepts in training and close monitoring of quality training;
 - (iii) establishment and evaluation of national standards and qualifications;
 - (iv) maintaining a National Qualifications Framework;
 - (v) assessment, accreditation and recognition of Prior Learning;
 - (vi) administrative functions of the office;
 - (vii) curriculum development;
 - (viii) maintaining a database and learning accounts of Mauritians;
 - (ix) preparing detailed time-bound target-based programmes of work for implementation; and
 - (x) assisting in handling all matters having legal implications and in the preparation of legislation.
5. 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 Deputy Director in the roles ascribed to him.