**SPECIAL EDUCATION NEEDS AUTHORITY**

**VACANCY FOR THE POST OF ADMINISTRATIVE SECRETARY**

Applications are invited from suitably qualified candidates for the post of Administrative Secretary, Special Education Needs Authority (SENA) on a contract basis for a period of two years. Upon satisfactory performance consideration may be given to appointment on the permanent and pensionable establishment of the Authority which is a corporate body operating under the aegis of the Ministry of Education, Tertiary Education, Science and Technology.

**Salary :** Rs 25,525

**Qualifications:**

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|  | 1. A degree in Science or Humanities or Education or Social Sciences or Management or Business Administration from a recognised institution or an equivalent qualification acceptable to the Board. |
|  | B. Candidates should –  (i) reckon at least two years’ post-qualification experience;  (ii) have knowledge in special education needs;  (iii) possess good leadership, interpersonal and communication skills;  (iv) have a high sense of responsibility, trustworthiness, discretion, tact, integrity and confidentiality;  (v) the ability to meet tight deadlines; and  (vi) be computer literate.  Candidates should produce written evidence of experience/knowledge claimed. |
| **Role and Responsibilites:**  To assist the Director in the proper administration of the Authority to enhance its efficiency and effectiveness and in ensuring a high quality service. | |
| **Mode of Application:**  Candidates should submit their application on the SENA application form which may be obtained from the Reception Counter of the Ministry of Education, Tertiary Education, Science and Technology, MITD House, Pont Fer, Phoenix.  The notice of the vacancy, the SENA application form as well as other details regarding the duties, and the terms and conditions of employment of the post are available on the website of the Ministry of Education, Tertiary Education, Science and Technology at <http://ministry-education.govmu.org/>  Application form duly filled in with photocopies of qualifications, CV and testimonials should preferably be sent by registered post so as to reach the Chairperson, Special Education Needs Authority c/o Secretariat, Special Education Needs Authority, 2nd Floor, MITD House Phoenix by 15 00 hours at latest on **Thursday 27th February 2020.**  **NOTE:**  1. The onus for the submission of written evidence of experience/knowledge claimed and equivalence of qualifications (if applicable) from the relevant authorities (Tertiary 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 SENA reserves the right not to fill the vacancy following this advertisement.  3. The post applied for should be clearly marked on the left hand corner of the envelope.  4. Only the best qualified candidates will be convened for interview.  5. Late/incomplete application or application not made on the prescribed form will not be considered.  Date: ………………… | | |
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