

PRIVATE SECONDARY EDUCATION AUTHORITY

SCHEME OF SERVICE

POST: RESOURCE PERSON (QUALITY ASSURANCE & INSPECTION) (On a Contract basis of one Year)

FLAT SALARY: Rs 55,000

QUALIFICATIONS:

- i Possess a degree or joint degree from a recognized institution;
- ii Possess a Master's Degree from a recognized institution;
- iii Reckon at least fifteen years' experience, inclusive of at least ten years' Teaching experience in secondary schools followed by at least three years' experience at administrative/managerial level and inspection in the Education Sector;
- iv Have experience in Curriculum Development, Pedagogy, Assessment and Evaluation and school Leadership;
- v Possess good leadership, management, communication and interpersonal skills;
- vi Have a knowledge in national and international education norms and standards;
- vii Have a sound experience in quality audit, preferably in the education sector; and
- viii Be able to work under pressure and tight deadlines

Candidates should produce written evidence of experience/knowledge claimed.

Duties

1. To be responsible for the management and administration of the Quality Assurance Inspection Unit and Supervision Section.
2. To organize inspection visits to schools.
3. To ensure implementation of the National Quality Assurance Framework in the private secondary schools
4. To devise strategies, programmes and activities with the norms and standard of best managerial practice on teaching and learning in private secondary schools.
5. To develop strategies to be adopted by schools and upgrade physical facilities, human resources and other related matters to improve performance standards
6. To ensure implementation of a system for quality inspection and supervision in private secondary schools
7. To participate in and organize meetings, seminars and courses.
8. To perform such duties related to the above as may be assigned by the Director.