

# **PRIVATE SECONDARY EDUCATION AUTHORITY**

## **SUBJECT: COORDINATOR – FOUNDATION PROGRAMME IN LITERACY, NUMERACY AND SKILLS**

Applications are invited from qualified officers of the Grant Aided Private Secondary Schools (PSS) who wish to be employed as Coordinator for the Foundation Programme in Literacy, Numeracy and Skills (FPLNS) for an initial period of two years.

### **QUALIFICATIONS**

By selection from among officers who hold a substantive appointment in the following Grade:

- (i) Quality Assurance Officer
- (ii) Senior Educator (PSS)
- (iii) Educators (PSS) reckoning at least 15 years' service

### **EXPERIENCE AND OTHER REQUIREMENTS**

Candidates should be:

- (i) fully conversant with issues pertaining to Literacy and Numeracy;
- (ii) fully computer literate with strong leadership and organisational skills; and
- (iii) able to help learners develop their basic literacy, numeracy and vocational skills.

### **DUTIES**

- (i) Ensuring that policies are implemented effectively in all FPLNS classes and reporting any remedial action;
- (ii) Ensuring that each class has adequate subject Educators, ideally those who follow the cohort;
- (iii) Ensuring that all teaching materials produced by the Mauritius Institute of Education are delivered to classes adequately;
- (iv) Conducting training and workshops for Deputy Rectors, Senior Educators (Secondary), Educators (Secondary) and ex-Facilitators to support the implementation of the programme; and
- (v) Monitoring, evaluating and reporting progress to inform policy decisions.

### **SALARY AND ALLOWANCE**

The selected candidate will retain the salary of his/her substantive post and will be paid a monthly allowance of Rs 12,000.

## **NOTE**

The Coordinators will be posted on a full-time basis at the Private Secondary Education Authority (PSEA) for the implementation of the FPLNS.

## **MODE OF APPLICATION**

Applications should be made on prescribed form obtainable at the Private Secondary Education Authority (PSEA).

The application Form can also be downloaded from the website of the Authority at the following address:

**<http://psea.govmu.org>**

Qualified candidates should submit their application form together with copies of Birth Certificate, Marriage Certificate (where applicable), academic qualifications, evidence of teaching experience, as well as documentary evidence regarding computer literacy.

Envelopes should clearly be marked **“COORDINATOR - FPLNS”**

## **IMPORTANT**

(i) Incomplete, inadequate or inaccurate filling of the Application Form may entail elimination of the applicant. **Only the prescribed Application Form should be used.**

(ii) Candidates will be contacted, as far as possible, by **email** and **phone**. **Candidates are, therefore, requested to submit a valid email address as well as a phone number on which they can be easily contacted.**

(iii) **The Authority reserves the right to convene only the best qualified candidates for interview.**

## **CLOSING DATE**

Qualified candidates are requested to submit their applications on the prescribed form by registered post together with photocopies of their Birth Certificate, Marriage Certificate (where applicable), National Identity Card, Academic and Professional Qualifications, **not later than 15.00 hours on 29 January 2026 to:**

**The Director  
Private Secondary Education Authority  
Sir Francis Herchenroder Street,  
Beau Bassin**

**09 January 2026**