SCHEME OF SERVICE

ORGANISATION : **PRIVATE SECONDARY EDUCATION AUTHORITY**

POST : **SECRETARY**

SALARY : Rs 84500 x 22250 – 86750 x 2500 – 94250 x 2750 – 102500 x 3750 – 110000 x 4000 - 114000

QUALIFICATIONS :

A. A Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education "Advanced Level" or an equivalent qualification acceptable to the Board.

B. A degree in Management and/or Administration from a recognized institution or an equivalent qualification acceptable to the Board.

C. At least five years' post qualification experience in a senior Management position.

D. Candidates should have:

i. good leadership qualities;
ii. excellent communication and interpersonal skills;
iii. a high sense of responsibility and integrity; and
iv. the ability to work under pressure.

Knowledge in the field of Information Technology is desirable.

Note:

Qualification at A above should have been obtained prior to qualification at B above. However, candidates who, as at 30 June 2003, did not possess the qualification at A above will also be considered provided they hold:

a) a Cambridge School Certificate or passes obtained on one certificate at the General Certificate of Education "Ordinary Level" either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least

Grade C in any one subject or an equivalent qualification acceptable to the Board; and

b) a Masters Degree or a Post Graduate Diploma in one of the fields at B above or an equivalent qualification acceptable to the Board.

Qualification at (a) under 'Note' should have been obtained prior to qualification at B above and at (b) under 'Note'.

Candidates should produce written evidence of experience claimed.

DUTIES :

1. To assist the Director and Deputy Director in the administrative management of the Private Secondary Education Authority, including matters such as:
    i. The processing of papers for the registration and grading of schools;
    ii. The processing of papers for the registration of managers and staff, the conditions of service of staff of schools, including application of legislations and regulations in secondary schools, industrial relations and staff welfare;
    iii. Recruitment, appointment, training and control of staff of the Authority;
    iv. Dealing will all personnel matters related to staff of the Authority and schools; and
    v. The setting up and operation of schemes regarding grants provided to schools.
2. To be the Secretary to the Board and the Authority, to prepare agenda, minutes and reports at Board and Committee levels, to liaise and undertake on behalf of the Private Secondary Education Authority formal correspondence with other bodies on matters related to the legal and administrative business of the Board and the Authority.
3. To ensure follow-up actions on decisions taken by the Board and the Authority.
4. To deal with legal advisers and to arrange for the drafting of legal documents, as required.
5. To be responsible for matters relating to tenders, office accommodation, furniture and maintenance.
6. To perform such cognate duties as may be assigned.

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October 2026