

MAURITIUS INSTITUTE OF EDUCATION

POST : **Head of Centre for Open and Distance Learning (CODL)**

CRITERIA FOR APPOINTMENT:

- A** Selection from the grade of Senior Lecturers and above who have served as Head of Department **or** Officer-in-Charge for a minimum of **two** years in a department of the Centre and having a post-graduate qualification minimum Masters level in the field related to the programme of the Centre.
- B** Selection to be based on:
- (i) Ability to articulate and implement policies for the Centre in relation to the role of the MIE and education at large.
 - (ii) Good record of teaching, academic research and publications in education and ability to promote research.
 - (iii) Managerial/interpersonal and leadership qualities.

CONDITIONS OF APPOINTMENT:

- (a) The Head of Centre to be appointed by the Council on the recommendation of the Appointments Committee
- (b) Headship will initially be offered for a period of **two** years but may be extended by the Appointments Committee on the recommendation of the Director.
- (c) The Head of Centre to be responsible to the Director/Deputy Director.
- (d) Tenure of headship may be terminated by council on the recommendation of the Appointments Committee.
- (e) The Head of Centre will receive an allowance to be determined by the Pay Research Bureau.

(Contd Head of CODL)

DUTIES:

1. To prepare, in collaboration with the staff, an annual plan detailing the main activities to be undertaken and programmes to be offered by the Centre. The annual plan will be submitted to the Senior Management Committee at least one month prior to the commencement of the academic year.
2. Within the framework of the annual plan, to establish specific objectives and achievement benchmarks for the programmes and other activities of the Centre.
3. To convene at least one meeting every month with Heads of Departments, to discuss major issues and activities of the Centre.
4. To establish, on an annual basis, clear and equitable workloads for faculty which reflect their capabilities, expertise and ability to contribute to the objectives of the Centre and the MIE. Faculty workloads are to be submitted to the Director at the commencement of each Semester.
5. To represent the Centre on committees and sub-committees established under the organizational structure of the MIE.
6. To ensure the efficient and effective academic, financial and human resource management of the Centre.
7. To ensure that the academic programmes, and other activities of the Centre are provided in a timely and effective manner.
8. On an annual basis, to monitor, appraise and report on the performance of the Centre in implementing its plan and meeting its stated objectives.
9. To initiate, support, and ensure the implementation of research projects undertaken by members of the Centre.
10. To carry out teaching and research.
11. In the context of the plan, and objectives of the Centre, to conduct an annual performance assessment of individual staff members and to submit these to the Director one month prior to the end of the fiscal year.

29 March 2016