

# MINISTRY OF EDUCATION, CULTURE & HUMAN RESOURCES

## COMMUNIQUE

Applications are invited from qualified candidates who wish to be considered for consultancy services as **Educational Psychologist** in the Ministry of Education, Culture and Human Resources under the Capacity Building Programme falling under the Ministry of Finance and Economic Empowerment.

### 1. Duties/Responsibilities

1. To give psychological advice at pre-primary level to teachers of mainstream schools (e.g methods, educational psychology organization, individualized instruction programmes, behaviour modification techniques, etc);
2. To conduct in-service courses for pre-primary and primary school staff during and after school hour and during school holidays in collaboration with Educational Social Workers;
3. To advise parents by way of visits, talks, pamphlets, booklets, guidelines;
4. To support, organize and co-ordinate remedial and special education programmes in normal schools;
5. To assess children with special needs and ensuring follow-up measures with the assistance of Educational Social Workers;
6. To organize, co-ordinate and supervise special education programmes;
7. To promote mental health programmes at school and counsel students at pre-primary, primary and secondary levels;
8. To assist in case conferences in connection with direction and placement of children with special needs;
9. To carry out action research on areas related to under-achievement and submit proposals/measures for improvement;
10. To initiate action on early identification of disabilities, provide proper advice and ensure necessary follow-up in collaboration with Educational Social Workers;
11. To help in the elaboration and adaptation of psycho-pedagogical tools;
12. To collect and update data and ensure the upkeep of records on relevant cases;

13. To work in close collaboration within teams including Pedagogical Inspectors, Educational Social Workers, Heads of Schools and relevant institutions to improve students' performance and ensure their well-being;
14. To perform such other duties directly related to those listed above or related to the delivery of the output and results expected from incumbents in the roles ascribed to them.

## **2. Qualifications and Experience**

- (i) Post 'A' level degree in Psychology or Child Psychology from a recognised institution.
- (ii) Wide experience working with school children and families.

### **Profile**

1. Good communication and interpersonal skills and ability to work in a team.
2. Ability to prepare reports.
3. High level of oral and written skills in English and French.
4. High level of trust, integrity and confidentiality.

## **3. Contract Duration**

The contract duration will be for an initial period of 12 months.

## **4. Remuneration**

Candidates are required to submit an all-inclusive financial proposal for their remuneration.

### **Mode of Application**

Application with curriculum vitae and certified copies of relevant certificates should be submitted to the Supervising Officer, Ministry of Education, Culture and Human Resources, IVTB House, Pont Fer, Phoenix, at latest by **10<sup>th</sup> August 2009 by 15 00 hrs.**

Applicants should clearly write "Post of Educational Psychologist" at the top left hand side of the envelope.

**Ministry of Education, Culture & HR  
IVTB House  
Phoenix**

**July 2009**