

64. PRIVATE SECONDARY SCHOOLS AUTHORITY

- 64.1 The Private Secondary Schools Authority, a body corporate established under the Private Secondary Schools Authority (PSSA) Act No 20 of 1976, operates under the *aegis* of the Ministry of Education and Human Resources, Tertiary Education and Scientific Research. Its main responsibilities are, *inter alia*, the registration of private secondary schools along with their respective Managers, Rectors as well as the teaching and non-teaching staff, and the payment of grants properly accruing to schools. The PSSA also ensures that the terms and conditions of staff in the Private Secondary Schools are in conformity with existing regulations.
- 64.2 The aim of PSSA is to ensure that education is imparted in an environment conducive to effective learning and as at date, 111 private secondary schools are registered with the PSSA.
- 64.3 The organisation structure of the PSSA comprises different sections, namely, Administration, Finance, Stores, Information Technology and Registration. The PSSA is managed by a Board. It is headed by a Director, who is responsible for the execution of the policy of the Authority and the control and management of its day-to-day business, and is staffed by employees belonging to the professional, technical and workmen's cadres.
- 64.4 In the context of its Programme 2015-2019 - Achieving Meaningful Change, Government will review the legal and institutional framework of the management and operation of Private Secondary Schools and revisit the role and function of the PSSA. In this respect and to be in line with the vision of Government, the PSSA is proposing a new organisation structure to respond to the new changes in this sector and meet the needs and expectations of all stakeholders.
- 64.5 The Management of the PSSA proposes to adopt a phased approach in the implementation of the proposed organisational structure by creating sections namely: Human Resource Management Development (HRMD) Section; Project Implementation and Monitoring (PIM) Section and Communication and PR Unit with appropriate grade/staff complement. Request has been made for the provision of several grades including IT Technician on the establishment of the Authority. The Representatives of the Ministry of Education, Human Resources, Tertiary Education and Scientific Research have, during the management meeting, informed that the Ministry concurs with the proposals of the Management of the PSSA. The staff side, on the other hand, have requested for alignment of the Finance, Human Resource and Procurement cadres along similar lines as in the civil service together with the inclusion of the grades of Office Management Assistant and Management Support Officer in the Report.

64.6 The Bureau has analysed the submissions of parties concerned and considers that the organisation structure which dates back to 1976 no longer serves its purpose due to the new exigencies in the education sector. We view that the redesign of the organisation structure is imperative to enable the Authority to meet its current and future operational requirements as well as to attain the objectives set by the Government.

Human Resource Management and Development Section

64.7 The PSSA currently caters for some 120 staff members as well as 5088 teaching staff and 2170 non teaching staff of Private Secondary Schools. With this staff strength, the organisation needs an innovative structure for HR delivery and that as a strategic partner to drive organisational efficiency. With a view to ensuring that, amongst others, recruitment and appointment of teaching and non-teaching staff; determination of staff entitlement, approval of applications for Head of Department/Section Leaders and managing other HR issues of staff of grant aided Private Secondary Schools and the PSSA, are dealt with in a professional, efficient and effective manner, we are providing for a two-level structure to service the Human Resource Management and Development Section.

Human Resource Management Officer (New Grade)

Recommendation 1

64.8 We recommend the creation of a grade of Human Resource Management Officer on the establishment of the Private Secondary Schools Authority. Appointment thereto should be made by selection from among candidates possessing a Degree in Human Resource Management from a recognised institution and reckoning at least two years' post qualification experience in the field.

64.9 The Human Resource Management Officer would be, *inter alia*, required to: assist in the implementation of human resource strategies, policies and practices; provide support in making the most effective use of human resources so as to achieve the PSSA's corporate goals and objectives; ensure that Human Resource policies, rules, regulations and procedures are properly interpreted and consistently applied so that all employees are treated fairly and equitably; deal with matters relating to recruitment and selection of employees, including appointment, promotion, retirement, training, discipline etc.; and draft schemes of service and revising existing ones to meet organisational needs.

Human Resource Officer (New Grade)

Recommendation 2

64.10 We recommend the creation of a grade of Human Resource Officer on the establishment of the Private Secondary Schools Authority. Appointment thereto should be made by selection from among candidates holding a Diploma in Human Resource Management from a recognised Institution.

64.11 Incumbent would be required, *inter alia*, to provide advice in accordance with standing rules and regulations on matters relating to the management of human resources; assist in the implementation of human resource policies so that all officers are treated fairly and equitably; review staffing requirements in terms of number of staff and skill levels through regular manpower assessments; assist on the determination of human resource needs in terms of number and levels of responsibility through proper planning and forecasting and to prepare budget proposals; draft and process Schemes of Service; assist in the identification of training needs and in mounting appropriate training courses; maintain an up-to-date Human Resource Management Information System; and promote good employee relations and staff welfare.

Project Implementation and Monitoring Section

64.12 With a view to ensuring that the overall implementation, management and coordination of educational and other projects are effected properly, we are providing for a grade of Project Coordinating Officer to service the Project Implementation and Monitoring Section.

Project Coordinating Officer (New Grade)

Recommendation 3

64.13 We recommend the creation of a grade of Project Coordinating Officer on the establishment of the Private Secondary Schools Authority. Appointment thereto should be made by selection from among candidates possessing a degree in Management from a recognised Institution.

64.14 Incumbent would be required, *inter alia*, to: be responsible for the effective overall implementation, management and coordination of educational and other projects; be the focal point between Manager/Rector of Private Secondary Schools, PSSA and other appropriate organisations regarding project implementation; advise Managers/Rectors of Private Secondary Schools on all aspects regarding projects and provide information as necessary; work with respective Ministries/Departments for implementation of national and sector-specific policies, strategies, practices and other Reports/Documents; report on bottlenecks and constraints in implementation of project/programme and recommend remedial actions; and monitor the performance of schools.

Communication and PR Unit

64.15 The Communication and PR Unit will have a crucial role in dealing with matters pertaining to students. It will cater for the provision of appropriate advice and assistance to parents and the public along with dealing with complaints and queries; professional guidance, counselling and psychological support to students; and assistance to students requiring special attention. Management has submitted that the unit be staffed with new grades of Public Relations Officer, Educational Psychologist and Educational Social Worker which we are providing.

Public Relations Officer (New Grade)

Recommendation 4

64.16 We recommend the creation of a grade of Public Relations Officer on the establishment of the Private Secondary Schools Authority. Appointment thereto should be made by selection from among candidates holding a Diploma in Communication from a recognised institution and reckoning at least five years' experience in public relations/communication.

64.17 Incumbent would be required, *inter alia*, to: communicate with all stakeholders including the general public, potential and existing students of Private Secondary Schools and with other institutions on a variety of educational issues; be responsible for all media matters; prepare public relations materials; develop the Authority's public profile; and assist in the organisation of seminars and workshops; implement and coordinate educational projects.

Educational Psychologist (New Grade)

Recommendation 5

64.18 We recommend the creation of a grade of Educational Psychologist on the establishment of the Private Secondary Schools Authority. Appointment thereto should be made by selection from among candidates possessing a Degree in Psychology from a recognised Institution.

64.19 Incumbent would be required, *inter alia*, to give psychological advice to educators of private secondary schools; conduct in-service courses for private secondary schools staff after school hours and during school holidays in collaboration with Educational Social Workers; advise parents by way of visits, talks, pamphlets, booklets, guidelines; support, organise and co-ordinate remedial and special education programmes in schools; promote mental health programmes at school and counselling at secondary levels; help in the elaboration of psycho-pedagogical tools; collect and update data; and ensure upkeep of record on relevant cases.

Educational Social Worker (New Grade)

Recommendation 6

64.20 We recommend the creation of a grade of Educational Social Worker on the establishment of the Private Secondary Schools Authority. Appointment thereto should be made by selection from among candidates possessing a Diploma in Social Work from a recognised institution.

64.21 Incumbent will be required, *inter alia*, to assist, support and collaborate with Educational Psychologist in day-to-day activities and deal with minor recurrent issues; liaise with the school, the community, and Educational Psychologists to identify cases of children needing special attention; establish link between home, school and community or other relevant institutions in respect of children suffering from social, emotional and behavioural problems; visit students' families and provide practical assistance; provide group/individual counselling in school premises; and work in collaboration with heads of schools to address problems of school violence, absenteeism and drop outs.

IT Technician (New Grade)

64.22 With the growing usage of Information Technologies (IT) in schools, the grade of IT Technician was created for Private Secondary Schools. The representatives of PSSA and the Ministry of Education and Human Resources, Tertiary Education and Scientific Research (MOE, HR, TE and SR) have informed that the implementation of the recommendation made in the 2013 PRB Report calls for rationalisation as in the Civil Service there is a pool of 10 IT Technicians serving some 62 State Secondary Schools and 215 primary schools. Request has, therefore, been made that a pool of IT Technician be recruited on the establishment of PSSA to service both the Authority and Private Secondary Schools along with the abolition of the grade of Computer Officer. With a view to ensuring optimum use of human resources the Bureau concurs with the proposal of both the PSSA and MOE, HR, TE and SR and is making appropriate recommendation.

Recommendation 7

64.23 We recommend the creation of a grade of IT Technician on the establishment of the Private Secondary School Authority. Appointment thereto, should be made by selection from among candidates possessing a Diploma in Information Technology or a related field.

64.24 Incumbent would be required, *inter alia*, to be responsible, for the maintenance, repair and administer the ICT equipment including all related peripherals; ensure the proper maintenance and repairs of ICT equipment; provide general technical guidance and support to end-users; devise appropriate systems of security in relation to hardware and software;

advise on the purchase of spare parts for ICT equipment; maintenance and repair all electrical/electronic teaching aids; liaise with suppliers for repairs and/or maintenance of ICT equipment; and troubleshooting network problems.

64.25 We further recommend that with the creation of the grade of IT Technician on the establishment of the PSSA, the grade of Computer Support Officer should be abolished.

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SALARY SCHEDULE

PSSA 1	:	Rs 7800 x 200 – 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375
		General Worker
PSSA 2	:	Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18450
		Handy Worker
PSSA 3	:	Rs 11710 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575
		Security Guard
PSSA 4	:	Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050
		Gardener Office Attendant
PSSA 5	:	Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21000
		Senior Gardener
PSSA 6	:	Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200
		Driver/Office Attendant
PSSA 7	:	Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975
		Binder

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- PSSA 8 : Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975**
Senior/Head Office Attendant
- PSSA 9 : Rs 12490 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525**
Receptionist/Telephone Operator
- PSSA 10 : Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 29400**
Word Processing Operator
- PSSA 11 : Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175**
Clerical Officer/Higher Clerical Officer
- PSSA 12 : Rs 16725 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725**
Senior Word Processing Operator
- PSSA 13 : Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Management Support Officer (New Grade)
- PSSA 14 : Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**
Assistant Financial Officer
Assistant Procurement and Supply Officer
Executive Officer (Personal to officers in post as at 31.12.15)
Statistical Officer
- PSSA 15 : Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Confidential Secretary
- PSSA 16 : Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**
Computer Officer
Financial Officer
Higher Executive Officer
Procurement and Supply Officer

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- PSSA 17 : Rs 16075 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 39575**
Educational Social Worker (New Grade)
- PSSA 18 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800**
Human Resource Officer (New Grade)
Public Relations Officer (New Grade)
- PSSA 19 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325**
Safety and Health Officer/Senior Safety and Health Officer
IT Technician (New Grade)
- PSSA 20 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 43850**
Senior Financial Officer
- PSSA 21 : Rs 33425 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 51575**
Assistant Manager, Financial Operations
- PSSA 22 : Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Administrative Assistant
Project Coordinating Officer (New Grade)
- PSSA 23 : Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Systems Analyst
Educational Psychologist (New Grade)
- PSSA 24 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450**
Internal Auditor
Human Resource Management Officer (New Grade)
- PSSA 25 : Rs 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
Supervisor/Senior Supervisor

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- PSSA 26 : Rs 39575 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**
Manager, Financial Operations
- PSSA 27 : Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450**
Principal Supervisor
- PSSA 28 : Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 74350**
Finance Manager
- PSSA 29 : Rs 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 83000**
Secretary
- PSSA 30 : Rs 72400 x 1950 – 74350 x 2825 – 80000 x 3000 – 89000**
Deputy Director
- PSSA 31 : Rs 110000**
Director

