



Principals

Principals are responsible for supervising and managing all aspects of teaching in schools to achieve the goals set out in the National Curriculum and for providing technical advice and guidance to relevant authorities to strengthen the school management system. This job matrix includes both principals and deputy principals.

Optional Job Title:						Basic Salary (monthly in MVR):		19,278	
Principal, Rank 3									
MISSCO Code	Skill Level	Public Service Rank	Job Family	Institutional Category	Attendance Benefit (daily in MVR)	Job Allowance (monthly in MVR)			
						Step 1	Step 2	Step 3	
1345	4	11	Educational Service	3	299	11,041	12,697	14,353	
Licenses and professional trainings		A specific license, if required, in relation to the job requirements.			This post is classified as a senior management post under Article 34 (a) of the Maldives Employment Act (2/2008). Thus, the occupant of this post is not entitled for overtime payment and extra payment for working during public holidays.				
School Enrolment Allowance		<ol style="list-style-type: none"> If student population is 1500 or above, a monthly allowance of MVR 5000. If student population is between 1000 and 1499, a monthly allowance of MVR 4000. If student population is between 500 and 999, a monthly allowance of MVR 3000. If student population is between 250 and 499, a monthly allowance of MVR 2000. If student population is below 250, a monthly allowance of MVR 1000. 							
Education qualification and work experience		<ol style="list-style-type: none"> Maldives National Qualifications Framework level 10 qualification in education or teaching or a subject matter; and minimum 2 years work experience as a school teacher; and minimum 8 years of managerial work experience in an education or higher education institution. <p style="text-align: center;">OR;</p> <ol style="list-style-type: none"> Maldives National Qualifications Framework level 7/8 qualifications AND level 9 qualification in education or teaching or a subject matter; and minimum 2 years work experience as a school teacher; and minimum 6 years in Principal (rank 2) post. 							



<p>Field of study (recruiting institution to select a field or fields depending on the job description)</p>	<p><u>Education field</u> School Management, Education Management, School Administration, Educational Administration. Education in Leadership & Management, Leadership in Education, Educational Leadership, School Leadership, Teacher Leadership, Leadership & Digital Education, Education Entrepreneurship, Inclusive Education, Changing Education, Educational Treatment of Diversity, Educational Transformation, Curriculum & Instruction, Educational Psychology.</p> <p><u>Teaching field</u> Teaching, Education. Special Education, Special Education Needs, Inclusive Special Educational Needs, Inclusive & Special Education, Inclusive & Special Educational Needs.</p> <p><u>Subject field</u> A subject prescribed in the national curriculum for teaching in schools.</p>
<p>Areas of work experience (recruiting institution to select the relevant area or areas depending on the job description)</p>	<p><u>Teaching experience</u> Teaching in a pre-school, primary school, secondary school, or higher secondary school.</p> <p><u>Management experience</u> Managerial, policy or technical functions in a higher education institution, or an educational institution, or a government organization with higher education related mandate. This includes the responsibility of the leading teacher.</p>
<p>Examples of core job duties (note: The examples specified here are possible duties equivalent for a job at this rank of this job matrix. The recruiting institution is required to make necessary amendments for each job)</p>	<ol style="list-style-type: none"> 1. Plan and conduct teaching activities in accordance with the policies of the Ministry of Education and the school curriculum. 2. Determine and implement all standards and principles necessary to improve the educational standards of children; and nurture properly and instill religious and good moral habits in children. 3. Prepare, implement and monitor the school's teaching and administrative plans. 4. Plan and implement all necessary activities to provide children with opportunities to participate in additional activities that facilitate inclusive education. 5. Undertake all necessary functions to improve the quality of work of the school's academic and administrative staff. 6. Plan and implement all functions related to the school building, finances and staff in accordance with government regulations. 7. Monitor the quality of teaching and learning in the school and maintain the school environment in such a way that students can learn lessons in the best possible way. 8. Plan and oversee the work of the senior management of the school and the leading teachers of various subjects. 9. Keep the authorities and parents informed about the school. 10. Establish and maintain a good relationship between parents and the school.



Optional Job Title:						Basic Salary (monthly in MVR):		17,985	
Principal, Rank 2									
MISSCO Code	Skill Level	Public Service Rank	Job Family	Institutional Category	Attendance Benefit (daily in MVR)	Job Allowance (monthly in MVR)			
						Step 1	Step 2	Step 3	
1345	4	10	Educational Service	3	279	10,300	11,845	13,390	
Licenses and professional trainings		A specific license, if required, in relation to the job requirements.			This post is classified as a senior management post under Article 34 (a) of the Maldives Employment Act (2/2008). Thus, the occupant of this post is not entitled for overtime payment and extra payment for working during public holidays.				
School Enrolment Allowance		<ol style="list-style-type: none"> If student population is 1500 or above, a monthly allowance of MVR 5000. If student population is between 1000 and 1499, a monthly allowance of MVR 4000. If student population is between 500 and 999, a monthly allowance of MVR 3000. If student population is between 250 and 499, a monthly allowance of MVR 2000. If student population is below 250, a monthly allowance of MVR 1000. 							
Education qualification and work experience		<ol style="list-style-type: none"> Maldives National Qualifications Framework level 10 qualification in education or teaching or a subject matter; and minimum 2 years work experience as a school teacher; and minimum 4 years of managerial work experience in an education or higher education institution. OR; Maldives National Qualifications Framework level 7/8 qualifications AND level 9 qualification in education or teaching or a subject matter; and minimum 2 years work experience as a school teacher; and minimum 8 years of managerial work experience in an education or higher education institution. 							
Field of study (recruiting institution to select a field or fields depending on the job description)		<p><u>Education field</u> School Management, Education Management, School Administration, Educational Administration. Education in Leadership & Management, Leadership in Education, Educational Leadership, School Leadership, Teacher Leadership, Leadership & Digital Education, Education Entrepreneurship, Inclusive Education, Changing Education, Educational Treatment of Diversity, Educational Transformation, Curriculum & Instruction, Educational Psychology.</p> <p><u>Teaching field</u> Teaching, Education. Special Education, Special Education Needs, Inclusive Special Educational Needs, Inclusive & Special Education, Inclusive & Special Educational Needs.</p>							

	<p><u>Subject field</u></p> <p>A subject prescribed in the national curriculum for teaching in schools.</p>
<p>Areas of work experience (recruiting institution to select the relevant area or areas depending on the job description)</p>	<p><u>Teaching experience</u></p> <p>Teaching in a pre-school, primary school, secondary school, or higher secondary school.</p> <p><u>Management experience</u></p> <p>Managerial, policy or technical functions in a higher education institution, or an educational institution, or a government organization with higher education related mandate. This includes the responsibility of the leading teacher.</p>
<p>Examples of core job duties (note: The examples specified here are possible duties equivalent for a job at this rank of this job matrix. The recruiting institution is required to make necessary amendments for each job)</p>	<ol style="list-style-type: none"> 1. Plan and conduct teaching activities in accordance with the policies of the Ministry of Education and the school curriculum. 2. Determine and implement all standards and principles necessary to improve the educational standards of children; and nurture properly and instill religious and good moral habits in children. 3. Prepare, implement and monitor the school's teaching and administrative plans. 4. Plan and implement all necessary activities to provide children with opportunities to participate in additional activities that facilitate inclusive education. 5. Undertake all necessary functions to improve the quality of work of the school's academic and administrative staff. 6. Plan and implement all functions related to the school building, finances and staff in accordance with government regulations. 7. Monitor the quality of teaching and learning in the school and maintain the school environment in such a way that students can learn lessons in the best possible way. 8. Plan and oversee the work of the senior management of the school and the leading teachers of various subjects. 9. Keep the authorities and parents informed about the school. 10. Establish and maintain a good relationship between parents and the school.



Optional Job Title:					Basic Salary (monthly in MVR):		16,647	
Principal, Rank 1								
MISSCO Code	Skill Level	Public Service Rank	Job Family	Institutional Category	Attendance Benefit (daily in MVR)	Job Allowance (monthly in MVR)		
						Step 1	Step 2	Step 3
1345	4	9	Educational Service	3	258	9,534	10,964	12,394
Licenses and professional trainings		A specific license, if required, in relation to the job requirements.		This post is classified as a senior management post under Article 34 (a) of the Maldives Employment Act (2/2008). Thus, the occupant of this post is not entitled for overtime payment and extra payment for working during public holidays.				
School Enrolment Allowance		<ol style="list-style-type: none"> If student population is 1500 or above, a monthly allowance of MVR 5000. If student population is between 1000 and 1499, a monthly allowance of MVR 4000. If student population is between 500 and 999, a monthly allowance of MVR 3000. If student population is between 250 and 499, a monthly allowance of MVR 2000. If student population is below 250, a monthly allowance of MVR 1000. 						
Education qualification and work experience		<ol style="list-style-type: none"> Maldives National Qualifications Framework level 7/8 qualifications AND level 9 qualification in education or teaching or a subject matter; and minimum 2 years work experience as a school teacher; and minimum 4 years of managerial work experience in an education or higher education institution. OR; Maldives National Qualifications Framework level 7/8 qualifications in education or teaching or a subject matter; and minimum 2 years work experience as a school teacher; and minimum 8 years of managerial work experience in an education or higher education institution. 						
Field of study (recruiting institution to select a field or fields depending on the job description)		<p><u>Education field</u> School Management, Education Management, School Administration, Educational Administration.</p> <p>Education in Leadership & Management, Leadership in Education, Educational Leadership, School Leadership, Teacher Leadership, Leadership & Digital Education, Education Entrepreneurship, Inclusive Education, Changing Education, Educational Treatment of Diversity, Educational Transformation, Curriculum & Instruction, Educational Psychology.</p> <p><u>Teaching field</u> Teaching, Education.</p> <p>Special Education, Special Education Needs, Inclusive Special Educational Needs, Inclusive & Special Education, Inclusive & Special Educational Needs.</p>						

	<p><u>Subject field</u></p> <p>A subject prescribed in the national curriculum for teaching in schools.</p>
<p>Areas of work experience (recruiting institution to select the relevant area or areas depending on the job description)</p>	<p><u>Teaching experience</u></p> <p>Teaching in a pre-school, primary school, secondary school, or higher secondary school.</p> <p><u>Management experience</u></p> <p>Managerial, policy or technical functions in a higher education institution, or an educational institution, or a government organization with higher education related mandate. This includes the responsibility of the leading teacher.</p>
<p>Examples of core job duties (note: The examples specified here are possible duties equivalent for a job at this rank of this job matrix. The recruiting institution is required to make necessary amendments for each job)</p>	<ol style="list-style-type: none"> 1. Plan and conduct teaching activities in accordance with the policies of the Ministry of Education and the school curriculum. 2. Determine and implement all standards and principles necessary to improve the educational standards of children; and nurture properly and instill religious and good moral habits in children. 3. Prepare, implement and monitor the school's teaching and administrative plans. 4. Plan and implement all necessary activities to provide children with opportunities to participate in additional activities that facilitate inclusive education. 5. Undertake all necessary functions to improve the quality of work of the school's academic and administrative staff. 6. Plan and implement all functions related to the school building, finances and staff in accordance with government regulations. 7. Monitor the quality of teaching and learning in the school and maintain the school environment in such a way that students can learn lessons in the best possible way. 8. Plan and oversee the work of the senior management of the school and the leading teachers of various subjects. 9. Keep the authorities and parents informed about the school. 10. Establish and maintain a good relationship between parents and the school.



Optional Job Title:					Basic Salary (monthly in MVR):		17,100	
Deputy Principal, Rank 3								
MISSCO Code	Skill Level	Public Service Rank	Job Family	Institutional Category	Attendance Benefit (daily in MVR)	Job Allowance (monthly in MVR)		
						Step 1	Step 2	Step 3
1345	4	10	Educational Service	3	216	7,979	9,176	10,373
Licenses and professional trainings		A specific license, if required, in relation to the job requirements.		This post is classified as a senior management post under Article 34 (a) of the Maldives Employment Act (2/2008). Thus, the occupant of this post is not entitled for overtime payment and extra payment for working during public holidays.				
Education qualification and work experience		Maldives National Qualifications Framework level 7/8 qualifications AND level 9 qualification in education or teaching or a subject matter; and minimum 2 years work experience as a school teacher; and minimum 6 years in Deputy Principal (rank 2) post.						
Field of study (recruiting institution to select a field or fields depending on the job description)		<p><u>Education field</u> School Management, Education Management, School Administration, Educational Administration.</p> <p>Education in Leadership & Management, Leadership in Education, Educational Leadership, School Leadership, Teacher Leadership, Leadership & Digital Education, Education Entrepreneurship, Inclusive Education, Changing Education, Educational Treatment of Diversity, Educational Transformation, Curriculum & Instruction, Educational Psychology.</p> <p><u>Teaching field</u> Teaching, Education.</p> <p>Special Education, Special Education Needs, Inclusive Special Educational Needs, Inclusive & Special Education, Inclusive & Special Educational Needs.</p> <p><u>Subject field</u> A subject prescribed in the national curriculum for teaching in schools.</p>						
Areas of work experience (recruiting institution to select the relevant area or areas depending on the job description)		<p><u>Teaching experience</u> Teaching in a pre-school, primary school, secondary school, or higher secondary school.</p> <p><u>Management experience</u> Managerial, policy or technical functions in a higher education institution, or an educational institution, or a government organization with higher education related mandate. This includes the responsibility of the leading teacher.</p>						



Examples of core job duties (note: The examples specified here are possible duties equivalent for a job at this rank of this job matrix. The recruiting institution is required to make necessary amendments for each job)

1. Plan and manage all teaching activities of the school during the assigned session.
2. Plan and manage all matters relating to the education and upbringing of the students.
3. Make the most of the school's resources and work to improve the quality of students.
4. Take a leading role in formulating policies for the school.
5. Coordinate the work of the leading teachers in the assigned session and hold weekly review meetings.
6. Monitor the implementation of the new curriculum and ensure that students are being assessed in accordance with the AFL.
7. Hold review meetings to determine how much students are achieving and review progress on subject matter and grades.
8. Plan and conduct meetings to inform parents of students' achievements.
9. Monitor the work of employees and evaluate the quality of work. These include leading teachers and designated administrative staff.
10. Coordinate the assembly of the session.
11. Ensure that all school-related information is complete through MEMIS in monitoring the teaching and other affairs of the school.
12. Conduct session meetings.
13. Coordinate and monitor all clubs of the session.
14. Attend and represent the school at meetings and gatherings where the school's representation is required.
15. Work to strengthen the relationship between the community and the school.
16. In the absence of the Principal, fulfill all the responsibilities of the school management.



Optional Job Title:						Basic Salary (monthly in MVR):		15,460	
Deputy Principal, Rank 2									
MISSCO Code	Skill Level	Public Service Rank	Job Family	Institutional Category	Attendance Benefit (daily in MVR)	Job Allowance (monthly in MVR)			
						Step 1	Step 2	Step 3	
1345	4	9	Educational Service	3	195	7,215	8,297	9,79	
Licenses and professional trainings		A specific license, if required, in relation to the job requirements.			This post is classified as a senior management post under Article 34 (a) of the Maldives Employment Act (2/2008). Thus, the occupant of this post is not entitled for overtime payment and extra payment for working during public holidays.				
Education qualification and work experience		<ol style="list-style-type: none"> Maldives National Qualifications Framework level 7/8 qualifications AND level 9 qualification in education or teaching or a subject matter; and minimum 2 years work experience as a school teacher; and minimum 4 years of managerial work experience in an education or higher education institution. OR; Minimum 6 years in Deputy Principal (rank 1) post. 							
Field of study (recruiting institution to select a field or fields depending on the job description)		<p><u>Education field</u> School Management, Education Management, School Administration, Educational Administration.</p> <p>Education in Leadership & Management, Leadership in Education, Educational Leadership, School Leadership, Teacher Leadership, Leadership & Digital Education, Education Entrepreneurship, Inclusive Education, Changing Education, Educational Treatment of Diversity, Educational Transformation, Curriculum & Instruction, Educational Psychology.</p> <p><u>Teaching field</u> Teaching, Education.</p> <p>Special Education, Special Education Needs, Inclusive Special Educational Needs, Inclusive & Special Education, Inclusive & Special Educational Needs.</p> <p><u>Subject field</u> A subject prescribed in the national curriculum for teaching in schools.</p>							
Areas of work experience (recruiting institution to select the relevant area or areas depending on the job description)		<p><u>Teaching experience</u> Teaching in a pre-school, primary school, secondary school, or higher secondary school.</p>							

Management experience

Managerial, policy or technical functions in a higher education institution, or an educational institution, or a government organization with higher education related mandate. This includes the responsibility of the leading teacher.

Examples of core job duties (note: The examples specified here are possible duties equivalent for a job at this rank of this job matrix. The recruiting institution is required to make necessary amendments for each job)

1. Plan and manage all teaching activities of the school during the assigned session.
2. Plan and manage all matters relating to the education and upbringing of the students.
3. Make the most of the school's resources and work to improve the quality of students.
4. Take a leading role in formulating policies for the school.
5. Coordinate the work of the leading teachers in the assigned session and hold weekly review meetings.
6. Monitor the implementation of the new curriculum and ensure that students are being assessed in accordance with the AFL.
7. Hold review meetings to determine how much students are achieving and review progress on subject matter and grades.
8. Plan and conduct meetings to inform parents of students' achievements.
9. Monitor the work of employees and evaluate the quality of work. These include leading teachers and designated administrative staff.
10. Coordinate the assembly of the session.
11. Ensure that all school-related information is complete through MEMIS in monitoring the teaching and other affairs of the school.
12. Conduct session meetings.
13. Coordinate and monitor all clubs of the session.
14. Attend and represent the school at meetings and gatherings where the school's representation is required.
15. Work to strengthen the relationship between the community and the school.
16. In the absence of the Principal, fulfill all the responsibilities of the school management.



Optional Job Title:						Basic Salary (monthly in MVR):		13,809	
Deputy Principal, Rank 1									
MISSCO Code	Skill Level	Public Service Rank	Job Family	Institutional Category	Attendance Benefit (daily in MVR)	Job Allowance (monthly in MVR)			
						Step 1	Step 2	Step 3	
1345	4	8	Educational Service	3	174	6,444	7,411	8,378	
Licenses and professional trainings		A specific license, if required, in relation to the job requirements.			This post is classified as a senior management post under Article 34 (a) of the Maldives Employment Act (2/2008). Thus, the occupant of this post is not entitled for overtime payment and extra payment for working during public holidays.				
Education qualification and work experience		Maldives National Qualifications Framework level 7/8 qualifications in education or teaching or a subject matter; and minimum 2 years work experience as a school teacher; and minimum 4 years of managerial work experience in an education or higher education institution.							
Field of study (recruiting institution to select a field or fields depending on the job description)		<p><u>Education field</u> School Management, Education Management, School Administration, Educational Administration.</p> <p>Education in Leadership & Management, Leadership in Education, Educational Leadership, School Leadership, Teacher Leadership, Leadership & Digital Education, Education Entrepreneurship, Inclusive Education, Changing Education, Educational Treatment of Diversity, Educational Transformation, Curriculum & Instruction, Educational Psychology.</p> <p><u>Teaching field</u> Teaching, Education.</p> <p>Special Education, Special Education Needs, Inclusive Special Educational Needs, Inclusive & Special Education, Inclusive & Special Educational Needs.</p> <p><u>Subject field</u> A subject prescribed in the national curriculum for teaching in schools.</p>							
Areas of work experience (recruiting institution to select the relevant area or areas depending on the job description)		<p><u>Teaching experience</u> Teaching in a pre-school, primary school, secondary school, or higher secondary school.</p> <p><u>Management experience</u> Managerial, policy or technical functions in a higher education institution, or an educational institution, or a government organization with higher education related mandate. This includes the responsibility of the leading teacher.</p>							

Examples of core job duties (note: The examples specified here are possible duties equivalent for a job at this rank of this job matrix. The recruiting institution is required to make necessary amendments for each job)

1. Plan and manage all teaching activities of the school during the assigned session.
2. Plan and manage all matters relating to the education and upbringing of the students.
3. Make the most of the school's resources and work to improve the quality of students.
4. Take a leading role in formulating policies for the school.
5. Coordinate the work of the leading teachers in the assigned session and hold weekly review meetings.
6. Monitor the implementation of the new curriculum and ensure that students are being assessed in accordance with the AFL.
7. Hold review meetings to determine how much students are achieving and review progress on subject matter and grades.
8. Plan and conduct meetings to inform parents of students' achievements.
9. Monitor the work of employees and evaluate the quality of work. These include leading teachers and designated administrative staff.
10. Coordinate the assembly of the session.
11. Ensure that all school-related information is complete through MEMIS in monitoring the teaching and other affairs of the school.
12. Conduct session meetings.
13. Coordinate and monitor all clubs of the session.
14. Attend and represent the school at meetings and gatherings where the school's representation is required.
15. Work to strengthen the relationship between the community and the school.
16. In the absence of the Principal, fulfill all the responsibilities of the school management.

