Functions of the Ministry of Education

Corporate Services Division

- Administration
- Minister's Bureau & Secretariats
- Media & Public Relations
- IT Services

- Review organisational structure processes and systems
- Maintain office space and facilities
- Manage the inventory and stock
- Sort and distribute mail
- Manage front office
- Register educational institutions, maintain the intuitional registry and maintain records
- Issue and manage ISB numbers
- Administer bid evaluation, committee meetings and functions
- Manage appointments, meetings and travel
- Attend to correspondences and keep minutes of meetings
- Work closely with the mass media to communicate MOE's programmes and objectives to the public
- Undertake the production of publications such as MOE's annual publication, thematic publications, contact newsletters, factsheets, publicity brochures
- Plan and manage effective use of information technology
- Build robust IT infrastructure
- Provide technical support for EMIS and other application systems sector wide
- Develop and maintain the website of MOE

Human Resource Division

- Recruitment & Placement
  - Local
  - Expatriate
- Performance Management
- Staff Development

- Conduct staff recruitment
- Formulate and enforce policy regarding rules for staff
- Identify human resource needs for the sector
- Identify training needs and co-ordinate staff training
- Conduct of MOE HQ and other department staff performance appraisal and promotion
- Maintain employee records
- Receive, verify and process employment documents (*Vazeefa Chit*)
- Liaise with the Civil Service Commission
- Arrange pay leave
- Administer scholarships & loan scheme
- Provide secretariate services for Human Resource Committee & Human Resource Panel

Finance and Development Division

- Finance
- Budget Planning & Financial Control
- Thauleemee Fund

- Ensure efficient allocation of funds within MOE and schools
- Formulation of financial policies, budget allocation framework, management reporting and day-to-day budget operations
- Manage MOE budget, financial resources and assets
- Process staff pay rolls
- Sectoral budget planning
- Financial control of schools and MOE departments
- Manage "Thauleemee Fund" and its assets

Educational Supervision & Quality Improvement

- Supervision
- Quality Initiatives
- Assessment
- Health & Safety
- Administration

- Monitor student achievement
- Conduct external supervision of school performance and schools staff appraisal
- Provide professional guidance and support for self-evaluation of schools
- Provide consultancy on educational quality improvement
- Attends to adhoc fire fighting pertaining to schools

Schools Division

- North & Malé Region
- South Region

- Liaise with MOE HQ divisions in policy matters and ensures the communication and "marketing" of MOE policies and programmes
- Liaise with zonal heads and oversee personnel and financial management of schools
- Coordinate sector inductions for newly recruited and qualified school heads and teachers
- Coordinate schools supervision and school staff appraisal
- Monitor the implementation of curricular and co-curricular activities in schools

- Malé Zone
- North Zone
- North Central Zone
- Central Zone
- South Central Zone
- South Zone

- Zonal branches oversee the management of all state schools
- Each cluster is facilitated by a cluster superintendent who would ensure that schools are run effectively
- Cluster superintendents will attend to personnel and financial management and develop personnel within their cluster
- Conduct strategic planning for schools
- Arrange for school placements and attend to adhoc admission and transfers
- Update staff register and requirement lists, and ensure personnel are in place in schools

Planning & External Relations Division

- School Stats & Research
- Planning
- Policy Formulation
- External Relations
  - Nat Com for UNESCO
  - Nat Com for ISESCO

- Review and formulate education policies
- Disseminate policy decisions to relevant stakeholders
- Collect, analyse and disseminate educational statistics
- Plan, design and conduct research for the purpose of policy formulation and sector development
- Write project proposals and seek funding
- Publish information related to education sector development planning and policy
- Monitor and evaluate the implementation of education sector plans
- Strengthen MOE's education relations with donor parties
- Seek external assistance and resources for educational development purposes
- Co-ordinate activities pertaining to bilateral and multi-lateral relations
- Focal point for UNESCO, ISESCO, SAARC and the Commonwealth
- Arrange and co-ordinate official overseas visits of MOE staff and students
- Arrange and co-ordinate visits of foreign officials and students on affiliated programmes and activities
- Administer MOE scholarship schemes and look after the welfare of the scholars
- Nominate candidates for the President's Award of Excellence
- Register student associations and clubs affiliated with educational institutions abroad
- Assist overseas training requirement for MOE and accredited institutions

Project & Physical Facilities Development Division

- Project Management & Coordination
- Physical Facilities Development

- Co-ordinate and execute multi-sectoral projects
- Liaise with donor countries and agencies
- Manage and monitor disbursement of project funds
- Prepare project plans, documents and progress reports for internal and external review
- Monitor and evaluate project progress
- Manage construction and expansion of school infrastructure
- Manage construction and expansion of MOE HQ and other department buildings and infrastructure
- Monitor construction projects
- Provide furniture and equipment to schools
- Communicate and liaise with stakeholders and external parties relating to development, conversion and facility management
- Formulate policies on use of school facilities

Internal Audit Unit

- Conduct internal audit
- Deal with complaints
- Report to the Minister directly
- Liaise with MOFT
- Liaise with the Audit Office to ensure school activities conform with the government regulations

Procurement Unit

- Printing & Distribution

- Procure all items for schools & HQ
- Establish contract requirement and procurement policies
- Store & distribute
- Manage printing and distribution of textbooks & educational materials

Department of Higher Education

Department of Public Examinations

Educational Development Centre

Centre for Continuing Education