

MAURITIUS INSTITUTE OF TRAINING AND DEVELOPMENT

VACANCIES ON CONTRACT BASIS

Applications are invited from **suitably qualified candidates** who wish to be considered for appointment as **Instructor on contract basis** to deliver training at the Mauritius Institute of Training and Development in the following fields:

- (i) Agriculture;
- (ii) Aluminium;
- (iii) Arts and Crafts;
- (iv) Basic Electricity;
- (v) Beauty Care;
- (vi) Communication Skills;
- (vii) Engineering Machining and Tool Making;
- (viii) Food Service;
- (ix) Garment Making;
- (x) Hairdressing;
- (xi) Housekeeping;
- (xii) Information and Communication Technology;
- (xiii) Landscape Maintenance;
- (xiv) Light Engine Mechanics – Motorcycle and Autocycle;
- (xv) Mechanical Engineering –
 - (a) Automotive Mechanic and Electricity;
 - (b) Engineering Machining and Tool Making; and
 - (c) Industrial Machine Maintenance.
- (xvi) Plumbing; and
- (xvii) Wood Trade.

QUALIFICATIONS

A. (a) Cambridge School Certificate with credits in at least five subjects including English Language, French, Mathematics **or** Principles of Accounts and a science or technical subject obtained at not more than two sittings **or**

(b) Passes not below Grade C in at least five subjects including English Language, French, Mathematics or Principles of Accounts and a science or technical subject obtained at not more than two sittings at the General Certificate of Education “Ordinary Level” provided that at one of the sittings, passes have been obtained either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject.

NOTE 1

Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at “Principal Level” and one subject at “Subsidiary Level” as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations.

- B. A Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level”.
- C. A Certificate pitched at Level 4 on the National Qualifications Framework in the relevant field from a recognized institution.

OR

Equivalent qualifications to A, B and C above acceptable to the Board of the Mauritius Institute of Training and Development.

DUTIES

1. To be responsible for the vocational training of apprentices, unskilled workers and adult industrial workers in the relevant trades.
2. To assist in the laying out, installation, putting into operation and maintenance of equipment of a workshop/section, computing of lists of tools, equipment, raw materials and requisitioning same for conducting training and to render any other assistance as required.
3. To prepare and/or adapt training programmes, syllabi, tests, examinations, standards and implement same.
4. To prepare the written instructional materials and audio-visual aids.
5. To teach up to National Certificate Level 3 and/or National Certificate Level 4, give shop talks, demonstrations and conduct assessments and trade tests.
6. To assist in the recruitment of trainees.
7. To ensure discipline among trainees and security measures in class/workshop.
8. To use ICT in the performance of his duties.
9. To perform such other duties related to the main duties listed above or related to the delivery of the output and results expected from incumbents in the roles ascribed to him.

SALARY

The successful candidates will be paid a monthly salary in the range of **Rs 19850 – Rs 39350** as per PRB Report 2021 which will be negotiable and commensurate with qualifications and experience.

EQUIVALENCE OF QUALIFICATION

It is the **sole** responsibility of applicants to provide documentary evidence from the relevant authorities (the Higher Education Commission or the Mauritius Qualifications Authority) in case their qualifications are **not** exactly the same as specified in the advertisement. **No such applications will be considered if the equivalent certificates have not been submitted by the closing date of the advertisement.**

AGE LIMIT

Candidates should **not** have reached their **65th** birthday by the closing date for the submission of applications.

MODE AND CLOSING DATE OF APPLICATIONS

- (i) Candidates should submit their application on the prescribed Application Form of the MITD which may be obtained at the Reception Counter at the MITD House, Pont Fer, Phoenix, or which can be downloaded from the Website of the MITD on www.mitd.mu; and
- (ii) The duly filled in prescribed Application Form **together with** photocopies of the National Identity Card, Birth Certificate, Educational and Professional Certificates and documentary evidence (testimonials) of any experience claimed should be sealed in an envelope and addressed to the Director of the MITD, MITD House, Pont Fer, Phoenix not later than **Friday 6 December 2024 at 3.00 p.m.**. The envelope should **clearly** indicate the **post including the field applied for** on the **top left-hand corner**.

IMPORTANT

- (a) **Only** applications made on the prescribed Application Forms of the MITD will be accepted. Applications **not** made on the prescribed Form will **not** be accepted.
- (b) Candidates should attach **documentary evidence of qualifications and work experience claimed** above, failing which, consideration would not be given to the application.
- (c) Incomplete, inadequate or inaccurate filling of the Application Form may entail rejection of the application.
- (d) Candidates should **clearly** indicate the field for which they are applying for on their Application Forms. **Failure to do so may entail their elimination from the competition.**
- (e) Candidates willing to be considered for more than one field should fill in separate Application Forms, field-wise.
- (f) The post will be on **contract basis for an initial period of one-year renewable for a further period of one year**. There will be **the possibility for employment on the permanent and pensionable establishment** of the MITD after serving as Instructor on contract basis for a period of two consecutive years.
- (g) Applications received after the closing date and time mentioned in the advertisement will not be accepted. The onus for the prompt submission of applications lies solely on the applicants.

The Mauritius Institute of Training and Development reserves the right:

- (1) to convene only the best qualified candidates for interview; and
- (2) not to make any appointment as a result of this advertisement.

We regret that applications will not be acknowledged individually.

Date: 21 November 2024

Pont Fer, Phoenix. Republic of Mauritius
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