

**ENLISTMENT OF SERVICES**  
**FOR PART TIME RESOURCE PERSONS**

Applications are invited from **suitably qualified candidates** who wish to offer their services as **Part-Time Resource Persons** to deliver training on a part-time basis in MITD Training Centres in the following fields:

- (i) Aluminium and UPVC Joinery;
- (ii) Beauty Therapy -
  - (a) Anatomy; and
  - (b) Nail Technician.
- (iii) Care for Elderly and Disabled;
- (iv) Driving –
  - (a) Articulated Lorry;
  - (b) Motorcycle;
  - (c) Bus (More than 43 Passengers, including Semi Low Floor Bus);
  - (d) Defensive/Eco Driving;
  - (e) Good Vehicles; and
  - (f) Private Car (Manual and Automatic Transmission).
- (v) Early Childhood and Care;
- (vi) Food Production -
  - (a) Bakery;
  - (b) Butchery; and
  - (c) Pastry.
- (vii) Foreign Languages (Italian, German, and Spanish);
- (viii) Hairdressing;
- (ix) Housekeeping;
- (x) Leisure and Entertainment -
  - (a) Dance;
  - (b) Health and Fitness;
  - (c) Music and Chant;
  - (d) Sound and Lights;
  - (e) Sports and Games; and
  - (f) Technique de Micro.
- (xi) Light Engine Mechanics – Autocycle and Motorcycle;
- (xii) Mechanical Engineering –
  - (a) Automotive Mechanics;
  - (b) Automotive Spray Painting;
  - (c) Automotive Body Repairs; and
  - (d) Tractor and Heavy Vehicle Mechanics
- (xiii) Plumbing;
- (xiv) Restaurant and Bar Service;
- (xv) Safety and Health;
- (xvi) Scaffoldings – Erection and Maintenance of Scaffoldings;
- (xvii) Solar Energy Technology;
- (xviii) Travel and Tourism -
  - (a) Air Fare/Ticketing;

- (b) Amadeus Software; and
- (c) Law.
- (xix) Wood Technology.

## **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.

### **NOTE 2**

“In the absence of qualified candidates, by selection from among candidates who possess:

- A. A Cambridge School Certificate or Passes obtained on one certificate at the General Certificate of Education “Ordinary Level” 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.
- B. A Certificate in the relevant fields from a recognised institution.

### **OR**

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

C. At least five years’ post qualification experience in the relevant field.

### **NOTE 3**

### **QUALIFICATION REQUIREMENTS FOR DRIVING (PRIVATE CAR AND MOTORCYCLE)**

**Private Car:** Candidates should also possess a valid driving license for the related vehicle and a Driving Instructor’s License for motorcar issued by the Traffic Branch over and above the qualifications listed above.

**Motorcycle:** Candidates should also possess a Driving Instructor’s License for Motorcycle issued by the Traffic Branch over and above the qualifications listed above.

### **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.

### **REMUNERATION**

The successful candidates will be paid an all-inclusive fee ranging from **Rs 450/-** to **Rs 600/-** per contact hour which will commensurate with qualifications, experience and the level of course they will be required to dispense.

### **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.**

## 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](http://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 Ag. Director of the MITD, MITD House, Pont Fer, Phoenix not later than **Friday 6 December 2024 at 3.00 p.m.** The envelope should indicate clearly the **post including the field applied for** on the **top left-hand corner**.

## IMPORTANT

- (a) **Only** applications made on the prescribed Application Form 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 applying for more than one field should in fill separate Application Forms. Candidates should clearly indicate the field for which they are applying on their Application Forms. Failure to do so may entail their elimination from the competition.
- (e) 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*

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