

VACANCIES

The Mauritius Institute of Training and Development (MITD) is inviting applications from suitably qualified candidates, who wish to be considered for appointment to the following posts **on a permanent and pensionable basis:**

- 1. General Assistant; and**
- 2. Training Officer in the fields mentioned below:**
 - (i) Civil Engineering;**
 - (ii) Electrical Installation Works;**
 - (iii) Technical Drawing; and**
 - (iv) Mechanical Engineering.**

POST 1 - GENERAL ASSISTANT: QUALIFICATIONS

- A.** A 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 or an equivalent qualification acceptable to the Mauritius Institute of Training and Development Board.
- B.** Candidates should -
 - (i) able to communicate in English and French;
 - (ii) possess qualities such as reliability and trustworthiness;
 - (iii) possess good interpersonal and communication skills; and
 - (iv) have the ability to work in a team.

SALARY

The selected candidate will be paid a salary in the salary scale of Rs 15485x260 – 17825x275 – 18925x300 – 19525x325 – 21475x375 – 22225x400 – 23425x525 – 26050x675 – 26725 (**MITD 7**)

DUTIES

- 1. I. When posted at Head Office**
 - (i) To assist the Senior General Assistant in the performance of his duties.
 - (ii) To collect keys and deposit same from/to Police Station/Police Post.
 - (iii) To open and close offices.
 - (iv) To run official errands, including the despatch of correspondence, forms and materials and the distribution of files, documents and faxes, as and when required.
 - (v) To be in attendance at the reception counter of the Mauritius Institute of Training and Development, as and when required.

- (vi) To usher in/guide visitors to the schedule officers and maintain a record of such visits, if so required.
- (vii) To clean premises and to maintain the physical environment at a good standard.
- (viii) To ensure that all switches/lights are turned off before leaving office every afternoon.
- (ix) To operate a telephone switchboard/PABX console, as and when required.
- (x) To operate office equipment such as duplicating, photocopying and fax machines.
- (xi) To assist in the arrangement of/handle and move furniture, equipment, stationery and other materials within office premises.
- (xii) To perform simple binding duties as and when required.

II. **When posted in stores section**

- (i) To clean the store premises.
- (ii) To collect, load and unload store items.
- (iii) To open packages, crates and cases.
- (iv) To handle all store items, as required.
- (v) To remove all packing materials and empty crates to appropriate places for their eventual disposal.
- (vi) To pack store items, as required.
- (vii) To wash, clean and stow empty containers.
- (viii) To collect and despatch stores correspondence, as required.
- (ix) To place and arrange items of stores on shelves and maintain them clean and in order.
- (x) To prepare parcels and articles for issue to Training Centres.
- (xi) To assist the officer-in-charge of stores in other work relating to the stores such as inventories.

III. **When posted to Administration/Workshops of Training Centres**

- (i) To plan, organize, supervise and control the work of employees where no Senior General Assistant is posted and to report to his immediate supervisor any problem or difficulty noted.
- (ii) To collect keys and deposit same from/to Police Station/Police Post.
- (iii) To open and close Training Centre.
- (iv) To ensure that tools and equipment in workshops are in good working order.
- (v) To deliver tools and materials to trainees.
- (vi) To carry out minor repair works in machine tools, as and when required.
- (vii) To report any defect in tools and equipment to his immediate Supervisor.
- (viii) To keep the workshops clean and tidy.
- (ix) To do general cleaning of the Administrative Blocks as well as to keep the Workshops clean and tidy.

- 2. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the General Assistant in the roles ascribed to him.

POST 2 – TRAINING OFFICER: QUALIFICATIONS

- A. A Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level”.
- B. A degree in the relevant field from a recognised institution.
- or
- Equivalent qualifications to A and B above acceptable to the Board of the Mauritius Institute of Training and Development.
- C. Candidates should-
- (i) possess at least three years’ post-qualification experience in the industrial or technical or educational or vocational field;
 - (ii) have good communication and interpersonal skills; and
 - (iii) be computer literate.

Candidates should produce written evidence of experience claimed

DUTIES

1. To provide theoretical and practical training in the relevant field of expertise.
2. To advise on matters connected with commercial, vocational and technical training at all levels and promote relevant activities.
3. To produce teaching aids for instructional purposes.
4. To prepare examination papers, conduct examinations and carry out marking of scripts.
5. To be a member of curricular committees.
6. To liaise with industries for the organization of industrial training and supervise students during such training period.
7. To ensure the implementation of rules for the maintenance of order and discipline among students.
8. To be responsible for the maintenance of security measures and working condition of teaching equipment and course materials.
9. To take charge of work areas, including industrial, as assigned and be responsible for the maintenance and upkeep of all tools and equipment as well as safety precautions.
10. To participate in Trade Advisory Committee and other committees and take appropriate action.
11. To draw up and supervise programmes of studies for various types of institutions, training centres and firms and supervise the execution of such programmes.
12. To be responsible for the execution of training projects.
13. To provide, maintain and disseminate up to date and reliable information on current trends in training at all levels.
14. To prepare and conduct examinations in trades in the commercial, vocational and technical fields.
15. To assist in the drafting of rules and regulations concerning training in the commercial, vocational, and technical fields.
16. To provide advice and expert input in the drafting of training curricula based on national standards registered under the National Qualifications Framework.

17. To use ICT in the performance of his duties.
18. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Training Officer in the roles ascribed to him.

SALARY SCALE

Rs 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700 (MITD 29)

EQUIVALENCE OF QUALIFICATION

It is the **sole** responsibility of applicants to provide documentary evidences 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

POST 1 – GENERAL ASSISTANT

Candidates, unless they are already in the Public Sector (Civil Service, Parastatal and other Statutory Bodies/Approved Service, Local Authorities), should **not** have reached their **48th** birthday by the closing date for the submission of applications.

POST 2 – TRAINING OFFICER

Candidates, unless they are already in the Public Sector (Civil Service, Parastatal and other Statutory Bodies/Approved Service, Local Authorities), should **not** have reached their **45th** 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 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 their 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 fill in 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