MAURITIUS INSTITUTE OF TRAINING AND DEVELOPMENT

NOTICE OF 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 posts of Training Officer on **contract basis of a duration of one year** in the following trade cluster:

01. Hospitality (Housekeeping & Villa Services, Food Production, Restaurant and Bar Service, Leisure and Entertainment, Pastry/Bakery)
02. Aluminium Joinery
03. Information Technology
04. Wood Technology
05. Electrical and Electronics Engineering (Electrical Installation Work, Solar Energy Technology)
06. Mechanical Engineering (Plumbing, Refrigeration and Air Conditioning, Welding, Tractor and Heavy Vehicle Mechanics, Light Engine Mechanics, Industrial and Machine Maintenance)
07. Professional Drivers
08. Automotive Engineering
09. Technical Drawing
10. Communication Skills
11. Beauty Therapy/Hairdressing
12. Art and Craft
13. Agriculture (Landscaping, Hydroponics)
14. Building and Civil Engineering
15. Early Childhood Care
16. Care for Elderly and Disabled
17. Physical Education
18. Printing

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

The salary to be offered will be in the salary scale of **Rs 29215 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 – 51200 QB 52300 x 1100 – 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750** (MITD 27) as per PRB Report 2026.

EQUIVALENCE OF QUALIFICATION

The onus for the submission of equivalence of qualification (if applicable) from the relevant authorities (the Higher Education Commission or the Mauritius Qualifications Authority) rests **solely** on the candidates. Applications will not be considered in case of non-submission of Equivalence Certificate, as appropriate, by the closing date.

AGE LIMIT

Candidates 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 Officer in Charge of the MITD, MITD House, Pont Fer, Phoenix not later than **Friday 27 November 2026 at 15 00 hrs**. 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 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 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.
(f) The selected candidates may be called upon to service the MITD Training Centres in Mauritius and Rodrigues Island also.

The Mauritius Institute of Training and Development reserves the right:
(1) to call only the best qualified candidates for the selection; and
(2) not to make any appointment as a result of this advertisement.

Date: 6 November 2026

Pont Fer, Phoenix. Republic of Mauritius
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