

VACANCY NOTICE ON CONTRACT BASIS

Training Centre Manager

MITD - ECOLE HOTELIERE SIR GAËTAN DUVAL

The Mauritius Institute of Training and Development (MITD) is a body corporate responsible for the provision of Technical and Vocational Education and Training (TVET) in Mauritius. The Ecole Hôtelière Sir Gaëtan Duval is one of the Training Centres falling under its aegis, which offers training up to the National Diploma / Higher National Diploma in the hospitality and tourism sector.

The growth of the hotel and tourism sector in Mauritius has to be both sustained and taken into innovative areas and to this effect, the Ecole Hôtelière Sir Gaëtan Duval is being called upon to play a critical role in the supply of highly qualified human resources for further development in the sector.

The MITD is looking for a high profile, dynamic and experienced person with strong leadership skills for the post of Training Centre Manager.

REQUIREMENTS

- 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 Hotel Management/ Tourism/ Hospitality/ Physical Science/ Engineering/ Computer Science/ Design/ from a recognised institution.

OR

Equivalent qualifications to A and B above acceptable to the Board.

- C. At least 3 years' practical industrial, teaching/training, administrative or managerial experience in similar or related organisations.

ROLE AND RESPONSIBILITIES

- 1. To cost effectively manage the resources of the Training Centre (including human, capital and financial).
- 2. To elaborate and implement business plans for the Training Centre.
- 3. To prepare budgets for the Centre and ensure their timely implementation.
- 4. To ensure that training programmes delivered by the Centre are updated to meet the needs of industry, of an overall MITD training delivery strategy.
- 5. To guide, counsel, coach and motivate staff with a view to enhancing their performance.

6. To establish and implement a sound communication network and to ensure effective communication at all levels.
7. To ensure a good quality customer service.
8. To establish and maintain a proper management information system and ensure a good flow of information at all levels.
9. To contribute to the overall management and future development of the organisation.
10. To maintain linkages with industry and other relevant agencies/bodies/organisations.
11. To serve as Secretary of the Board of Administration, whenever applicable.
12. To be responsible for the promotion of the IT culture within the MITD.
13. To preside the “conseils de classes”, wherever applicable.
14. To participate in Technical Advisory Committee, wherever applicable.
15. To use ICT in the performance of his duties.
16. 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 Centre Manager in the roles ascribed to him as follows:
 - a. In collaboration with various stakeholders, redefine the role of the school, propose and implement a plan of action for the strategic positioning of the school in the context of a rapidly evolving tourism sector in Mauritius and in the region;
 - b. Conduct an audit of the existing facilities and propose a coherent development plan in line with the ambitions of the school, and as an integral part of our national education and professional training development policy;
 - c. Conduct a qualitative as well as a quantitative audit of the staffing of hotel school - teaching and support - propose and implement solutions in terms of job redefinitions, recruitment, developmental action in order to build a world class faculty;
 - d. Review the existing training programmes and propose adjustments taking into account the needs of stakeholders as well as design, propose and implement In-Service Training programmes based on the present and future needs of the industry;
 - e. Review existing policies, procedures and practices, effect the necessary changes and align them with global best practices in order to competitively position the school against the best institutions worldwide;
 - f. Develop, and enrich links with the industry so that the school becomes the focal point, showcasing the Mauritian savoir faire in hospitality;
 - g. Identify, recruit and train a Mauritian counterpart to take over the management of the school at the end of his mission.

DURATION OF CONTRACT

2-Year Contract, with the possibility of renewal.

REMUNERATION AND OTHER BENEFITS

The negotiable salary will be in the range of Rs 46900 – 74350 and will be commensurate with qualifications, proven experience and relevant expertise in the field.

The selected candidate will be eligible to the following fringe benefits as per the PRB Report 2016:

- (i) 21 days' annual leave for each year of contract;
- (ii) 21 days' sick leave (refundable in cash if not utilized) for each year of contract;

- (iii) End of contract gratuity in lieu of pension payable at the rate of 2 months' salary on completion of 12 months satisfactory service;
- (iv) Either a 100% duty free exemption on a car engine with capacity of up to 1500 cc or a car allowance in lieu of duty exemption of Rs 3865/- monthly, by virtue of salary;
- (v) Loan facilities for the purchase of a car at the interest rate of 4% per annum subject to production of a bank guarantee covering the full amount of the loan; and
- (vi) A monthly travelling allowance of Rs 11500/-, by virtue of salary.

If the selected candidate is a foreign national, he will be entitled to the following additional benefits:

- (i) Economy class air passage from the country of permanent residence to Mauritius and back on expiry of contract for self, spouse and up to three dependent children below the age of 21 once every two years; and
- (ii) An allowance of up to Rs 30,000 monthly to meet expenses in connection with rent; and
- (iii) A monthly disturbance allowance at the rate of 25% of the gross salary.

MODE OF APPLICATION

Interested candidates are requested to submit their motivation letter together with their detailed CV to the Director of the MITD on the following address: MITD House, Pont Fer, Phoenix, Mauritius **or** by e-mail (nsakauloo@mitd.mu) by **Friday 28 December 2018** at latest.

Only the best qualified and experienced candidates will be convened for interview.

The MITD reserves the right not to make any appointment following this advertisement without incurring any liability towards any applicant.

Date: 26 November 2018