

VACANCIES ON CONTRACT BASIS

A. TRAINING OFFICER

1. Air Conditioning and Refrigeration
2. Civil Engineering
3. Electronique/Electrotechnique
4. Electrical Installation Works
5. Mechanical Engineering
6. Technical Drawing (CAD/CAM)

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.

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

SALARY

The selected candidates will be offered the initial salary point of Rs 25,525 in the salary scale for the post of Training Officer as per PRB Report 2016.

B. INSTRUCTOR

1. Air Conditioning and Refrigeration
2. Beauty care
3. Electrical Installation Works
4. Hairdressing

QUALIFICATIONS

- A. A Cambridge School Certificate with credit 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** 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 NQF Level 4 in the relevant field from a recognized institution.

OR

Equivalent qualifications to “A”, “B” and “C” above acceptable to the Board.

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 adapt training programmes, syllabi, tests, exams, 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/workshops.
8. To use ICT in the performance of his duties
9. To perform such other duties directly related to the main duties as listed above or related to the delivery of the output and results expected from the Instructor in the roles ascribed to him.

SALARY

The selected candidates will be offered the initial salary point of Rs 17,375 in the salary scale for the post of Instructor as per PRB Report 2016.

For more details for the above posts, candidates are advised to consult the website of the MITD on the following address www.mitd.mu.

CLOSING DATE

Duly filled-in application forms together with photocopies of all relevant certificates should reach the Ag. Director of the MITD, MITD House, Pont Fer, Phoenix not later than **28 December 2020**.

IMPORTANT

- (a) The post applied for should be clearly marked on the top left hand corner on the envelope.

- (b) Incomplete, inadequate or inaccurate filling of the application form may entail the elimination of the candidate.
- (c) Applications not made on the prescribed form will not be accepted.
- (d) Applications received after the closing date mentioned in the advertisement will not be accepted.

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: 09 December 2020