

**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, **on a permanent and pensionable basis**, to the following posts –

**1. EXAMINATION OFFICER**

**Salary Scale**

Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 (MITD 32)

**Qualifications**

- A. A degree from a recognised institution or an equivalent qualification acceptable to the Board.
  
- B. Candidates should–
  - (i) reckon at least three years' post-qualification experience in planning and conduct of examinations in a vocational or technical or secondary or tertiary institution;
  - (ii) possess good organizing and managerial skills;
  - (iii) possess good interpersonal and communication skills;
  - (iv) be proactive and have the ability to meet tight deadlines; and
  - (v) be computer literate.

Candidates should produce written evidence of experience/knowledge claimed.

**Duties**

1. To assist the Senior Examination Officer in the preparation and administration of examinations leading to the collection, recording and distribution of examination results.
2. To develop and maintain good working relationships with all stakeholders so that examinations are conducted as scheduled and results are declared in the most appropriate conditions and within a reasonable time frame.
3. To take necessary action to ensure that effective communication procedures are put in place for candidates, parents, teaching staff and the Training Centre Managers regarding all matters relating to examination procedures.
4. To ensure that all candidates receive fair access to assessments (including any necessary arrangements for any access) and are not penalised by administrative errors.

5. To maintain accurate and up-to-date data on candidates and ensure that such data are maintained in accordance with the Data Protection Act.
6. To manage re-sit examinations and re-markings.
7. To be responsible for one or more of the major tasks of the Assessment Programme.
8. To maintain filing system for student examinations, oversee the use of such system and make such recommendations, as may be required.
9. To organise and manage Moderation Committees.
10. To co-ordinate processes leading to approval of awards by the Board.
11. To be present during the issue of results and be prepared to advise subject staff, parents and candidates on options for re-take, if necessary.
12. To ensure confidentiality at all levels of operations.
13. To compile results of statistics for necessary reporting.
14. To use ICT in the performance of his duties.
15. 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 Examination Officer in the roles ascribed to him.

**NOTE**

*In case of a force majeure/public emergency, incumbents are required to be available to provide their services to ensure business continuity either through work from home, remote working, working online or work performed through any other IT systems.*

**2. SENIOR EXAMINATION OFFICER**

**Salary Scale**

Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 – 73800 (MITD 36)

**Qualifications**

- A. A degree from a recognised institution or an equivalent qualification acceptable to the Board.
- B. Candidates should-
  - (i) reckon at least five years' post-qualification experience in planning and conduct of examinations in a vocational or technical or secondary or tertiary institution;
  - (ii) possess good organizing and managerial skills;
  - (iii) possess good communication and interpersonal skills;
  - (iv) be proactive and have the ability to meet tight deadlines; and
  - (v) be computer literate.

Candidates should produce written evidence of experience/knowledge claimed.

## **Duties**

1. To assist the Divisional Manager (Assessment and Certification) in the performance of his duties.
2. To assist in the organisation and administration of examinations of all Technical and Vocational Education and Training (TVET) programmes being offered locally.
3. To assist in the formulation and implementation of appropriate strategies to ensure a seamless system of examination and certification and an effective administration of all local TVET examinations.
4. To liaise with all TVET providers for the effective organisation and administration of all local TVET examinations.
5. To assist in the issue of certificates and diplomas in accordance with the Mauritius Institute of Training and Development Act.
6. To assist in providing, maintaining and disseminating, as appropriate, up to date, reliable and relevant information on conduct of TVET examinations.
7. To be responsible for all data and statistics relevant to TVET examinations and certification.
8. To conduct research in the field of TVET examinations.
9. To assist in the certification following all examinations of all TVET programmes being offered locally.
10. To use ICT in the performance of his duties.
11. 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 Senior Examination Officer in the roles ascribed to him.

### **NOTE**

*In case of a force majeure/public emergency, incumbents are required to be available to provide their services to ensure business continuity either through work from home, remote working, working online or work performed through any other IT systems.*

## **3. SYSTEMS ADMINISTRATOR**

### **Salary Scale**

Rs 28225 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 (MITD 30)

### **Qualifications**

- A. A degree in Computer Science or Computer Engineering or Software Engineering or Information Technology or Information System or any degree, the major part of which should be Computer Science or Computer Engineering or Information Technology or Information System from a recognised institution or an equivalent qualification acceptable to the Board.

B. Candidates should-

- (i) reckon at least two years' post-qualification experience in systems analysis, database design and operation of multi-user systems;
- (ii) have a working knowledge of e-mail systems and website/intranet development and multi-user operating systems;
- (iii) have a good track record for problem-solving;
- (iv) be able to implement database security policies including system backups, monitor trends in capacity requirements and troubleshoot database problems; and
- (v) reckon experience in user training.

Candidates should produce written evidence of experience/knowledge claimed.

**Duties**

1. To perform database and systems administration and network administration and management.
2. To administer databases and servers.
3. To administer the MIS systems of the Mauritius Institute of Training and Development.
4. To install and maintain applications, databases and servers.
5. To conduct analysis of user needs for development of application software.
6. To track problems on servers.
7. To install software and monitor systems backup for all servers.
8. To develop and maintain the website and the intranet system.
9. To manage user accounts on systems.
10. To advise on specifications of software to be purchased.
11. To perform quality assurance on computer systems.
12. To assist and advise in the preparation and deployment of security plans particularly with regard to data security.
13. To support MIS systems and their efficient use.
14. To train staff as and when required.
15. To prepare reports for end users.
16. To liaise with suppliers and other parties concerned for the smooth running of the computer systems.
17. 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 Systems Administrator in the roles ascribed to him.

**NOTE**

*In case of a force majeure/public emergency, incumbents are required to be available to provide their services to ensure business continuity either through work from home, remote working, working online or work performed through any other IT systems.*

#### **4. TRAINING OFFICER -**

- a. Air Conditioning and Refrigeration;
- b. Physics;
- c. Communication Electronics;
- d. Electrical Installation Works;
- e. Industrial Electronics;
- f. Information Technology;
- g. Mathematics;
- h. Mechanical Engineering;
- i. Plumbing and Pipe Fitting; and
- j. Tractor and Heavy Vehicle Mechanics.

#### **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)

#### **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.

#### **NOTE**

*In case of a force majeure/public emergency, incumbents are required to be available to provide their services to ensure business continuity either through work from home, remote working, working online or work performed through any other IT systems.*

#### **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**

Unless already employed in the Public Service or Local Government Service or Approved Service, candidates should **not** have reached their **45<sup>th</sup>** birthday by the closing date for the submission of applications.

#### **MODE AND CLOSING DATE OF APPLICATIONS**

- (i) Applications should be made on the prescribed Form of the MITD which is available 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 23 September 2022 at 3.00 p.m.** The envelope should indicate clearly the **post applied for** on **top left-hand corner**.

### **IMPORTANT**

- (a) **Only** applications made on the prescribed Application Form will be accepted. Applications **not** made on the prescribed Form will **not** be accepted.
- (b) Incomplete, inadequate or inaccurate filling of the Application Form may entail rejection of the application.
- (c) The posts will be initially on a **one-year** probationary period.
- (d) 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: 6 September 2022*

---

**Pont Fer, Phoenix. Republic of Mauritius**  
**Tel: (230) 6018000      Fax: (230) 6984200**  
**E-mail: [headoffice@mitd.mu](mailto:headoffice@mitd.mu)      Website: [www.mitd.mu](http://www.mitd.mu)**