



REPUBLIC OF MAURITIUS

MINISTRY OF EDUCATION AND HUMAN RESOURCES

Circular Letter No. 59/2011
EST 14/10 V

From: **Supervising Officer, Ministry of Education and Human Resources**

To: **Heads of Ministries/Departments**

Vacancies for the Post of Workshop Assistant/Senior Workshop Assistant

Applications are invited from qualified serving employees who wish to be considered for appointment as Workshop Assistant/Senior Workshop Assistant in the Ministry of Education and Human Resources.

Note: Candidates who applied for the post in response to Circular Note No. 43 of 2011 dated 15 August 2011 should submit **fresh** applications.

II. QUALIFICATIONS

- A. A Cambridge School Certificate with at least a pass in Physics or Design and Communication or Design and Technology or Passes obtained on one certificate at the General Certificate of Education "Ordinary Level" either (i) in five subjects including English Language and Physics or Design and Communication or Design and Technology with at least Grade C in any two subjects or (ii) in six subjects including English Language and Physics or Design and Communication or Design and Technology with at least Grade C in any one subject or an equivalent qualification acceptable to the Public Service Commission.
- B. Candidates should be all round handyman, aware of the rudimentary safety precautions needed in workshops and capable of using the common hand tools found in a workshop.

III. DUTIES

- 1. To prepare, clean and keep in readiness all the equipment of a workshop in an educational establishment.
- 2. To maintain, clean and dust the workshop including the window panes.

3. To be responsible for all tools and stores items in use in the workshop.
4. To maintain all tools and equipment including, among others, lubricating and sharpening of blades.
5. To assist the Educator (Secondary) in -
 - (i) the distribution of tools, drawing boards, furniture, materials and other equipment;
 - (ii) the control of tools and equipment during practical classes;
 - (iii) the collection of tools and equipment after practical classes;
 - (iv) the storage of tools and equipment;
 - (v) keeping constant watch over the security of pupils;
 - (vi) the daily routine check of all tools, equipment and materials; and
 - (vii) keeping of inventories and stock verifications.
6. To prepare the workshop for practical classes.
7. To help examiners in the preparation of workshops for practical classes.
8. 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 Workshop Assistant/Senior Workshop Assistant in the roles ascribed to him.

IV. SALARY

The post of Workshop Assistant/Senior Workshop Assistant which is permanent and pensionable carries salary in the scale Rs 8000 x 200 - 10200 x 250 - 11700 x 300 - 13500 a month plus salary compensation at approved rates. Appointment in a temporary capacity in the grade carries a flat salary of Rs 8000 a month plus salary compensation at approved rates.

V. MODE OF APPLICATION

- (i) Qualified candidates should submit their application, on enclosed prescribed form which is also available at the Reception Counter of the Ministry of Education and Human Resources, MITD House, Phoenix.

- (ii) Candidates should submit their application in duplicate, the original to be sent directly to the Supervising Officer, Ministry of Education and Human Resources (Human Resource Division) 2nd Floor, MITD House, Phoenix and the duplicate through the Supervising/Responsible officer of their Ministry/Department who will forward it duly completed, to the Supervising Officer, Ministry of Education and Human Resources (Human Resource Division) 2nd Floor, MITD House, Phoenix within a week of the closing date. The originals of birth and educational certificates should not be submitted along with applications but applicants should produce these, if and when called upon to do so.
- (iii) This circular together with the application form are available on the website of the Ministry of Education and Human Resources which is as follows: <http://ministry-education.gov.mu>
- (iv) Envelopes should be clearly marked "Post of Workshop Assistant/Senior Workshop Assistant" on the top left hand corner.

VI. CLOSING DATE OF APPLICATION

Applications should reach the Supervising Officer, Ministry of Education and Human Resources, 2nd Floor, MITD House, Phoenix not later than **3.30 pmon Tuesday 27 December 2011**.

VII. IMPORTANT

- (a) Qualifications obtained **after** the closing date will **not** be accepted. Only qualified persons should apply.
- (b) Incomplete, inadequate or inaccurate filling of the application form may cause the elimination of candidates from the competition.
- (c) Applications **not** made on the prescribed form will **not** be accepted.
- (d) Applications received **after** the closing date will **not** be accepted.

Heads of Ministries/Departments should ensure that the contents of this Circular Note are brought to the attention of **all** eligible officers and that, in case of **eligible officers who are overseas or on leave**, a copy of the Circular Note together with application forms are despatched to such officers on the very day on which the Circular Note reaches their Ministry/Department.

**Ministry of Education and Human Resources
MITD House
Phoenix**

Date: 07 December 2011