From: Acting Senior Chief Executive, Ministry of Education and Human Resources

To: Head 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.

**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 permanent and pensionable post of Workshop Assistant/Senior Workshop Assistant carries salary in scale Rs 10,425 x 250 – 13,675 x 300 – 15,475 x 350 – 17,225 x 450 – 19,025 a month. However for the year 2014, incumbents would draw salary at the discounted rate of Rs 10,200 in accordance with the Master Conversion Table of the Errors, Omissions and Anomalies Committee Report 2013.

Appointment to the post in a temporary capacity carries salary at the flat rate of Rs 10,200 a month. However, candidates who are drawing more than the initial salary of the post will retain the salary of their substantive post.
V. MODE OF APPLICATION

(a) Qualified candidates should submit their application on the enclosed prescribed Application Form in duplicate, as follows:

(i) the original to be sent directly to the Acting Senior Chief Executive, Ministry of Education and Human Resources within the closing date for submission of applications; and

(ii) the duplicate through their respective Supervising/Responsible Officers who will forward it duly completed to the Acting Senior Chief Executive, Ministry of Education and Human Resources within a week after the closing date.

(b) Applications not made on the prescribed form will not be accepted.

(c) This Circular Note together with the Application Form are available on the website of the Ministry of Education and Human Resources at the following address: http://ministry-education.gov.mu.

(d) Envelopes should be clearly marked “Post of Workshop Assistant/Senior Workshop Assistant” on the top left corner.

VI. IMPORTANT

(i) Incomplete, inadequate or inaccurate filling of the Application Form may cause a candidate’s elimination. It is an offence to give information which is false or conceal any relevant information. This may lead to an application being rejected or, if a candidate has already been appointed, to the termination of his appointment.

(ii) Qualifications obtained after the closing date for the submission of applications as specified in the advertisement will not be accepted. Only qualified persons should apply.

(iii) The onus for the prompt submission of applications so that they reach the Acting Senior Chief Executive, Ministry of Education and Human Resources in time lies solely on applicants.

(iv) The originals of birth and educational certificates should not be submitted with the application but applicants should produce these if and when called upon to do so.
VII. CLOSING DATE

Applications should reach the Acting Senior Chief Executive, Ministry of Education and Human Resources, 2nd floor, MITD House, Phoenix, **not later than 3.30 p.m on Tuesday 22 April 2014.**

Date: 02 April 2014

Ministry of Education and Human Resources
MITD House
Phoenix