

MINISTRY OF EDUCATION AND HUMAN RESOURCES,
TERTIARY EDUCATION AND SCIENTIFIC RESEARCH

Circular Note No. 34 of 2018

Vacancies for the Post of Laboratory Auxiliary

Applications are invited from qualified serving employees on the permanent and pensionable establishment who wish to be considered for appointment as Laboratory Auxiliary in the Ministry of Education and Human Resources, Tertiary Education and Scientific Research.

II. QUALIFICATIONS

By selection from among serving employees on the permanent and pensionable establishment who possess the Cambridge School Certificate with at least a pass in Biology or Chemistry or Physics or passes obtained on one certificate at the General Certificate of Education "Ordinary Level" either (i) in five subjects including English Language and Biology or Chemistry or Physics with at least Grade C in any two subjects or (ii) in six subjects including English Language and Biology or Chemistry or Physics with at least Grade C in any one subject or an equivalent qualification acceptable to the Public Service Commission.

NOTE

In the absence of serving employees on the permanent and pensionable establishment possessing the above qualifications, consideration will be given to those who -

- (i) show proof of having sat for the Cambridge School Certificate Examination in Biology or Chemistry or Physics or the General Certificate of Education "Ordinary Level" Examination in at least five subjects at one sitting including Biology or Chemistry or Physics or an examination of equivalent standard acceptable to the Public Service Commission; and
- (ii) reckon at least six months experience in laboratory work.

Candidates should produce written evidence of experience claimed.

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III. DUTIES

1. To be responsible for the general cleanliness of the laboratories, benches and glass apparatuses.
2. To assemble apparatuses and prepare solutions for practical and demonstration sessions and also for examination purposes.
3. To keep a register of chemicals, specimen, glasswares and other apparatuses.
4. To keep a record of daily use of apparatuses and chemicals.
5. To assist the officer in charge of the Department in updating chemical equipment and apparatus registers on a monthly basis.
6. To assist teachers of Departments in the requisitioning of laboratory chemicals and equipment.
7. To keep balances and other apparatuses used for practical and demonstration sessions in good working condition.
8. To keep broken apparatuses in safe custody for audit or stock verification purposes.
9. 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 Laboratory Auxiliary in the roles ascribed to him.

Note

Laboratory Auxiliaries will be required to work in all Science Laboratories namely Chemistry, Physics, Biology and Integrated Science.

IV. SALARY

The permanent and pensionable post of Laboratory Auxiliary carries salary in scale Rs 13,010 x 260 - 14,050 x 275 - 15,150 x 300 - 15,750 x 325 - 17,700 x 375 - 19,575 x 475 - 21,950 x 625 - 23,200 x 775 - 27,075 a month plus salary compensation at approved rates.

Appointment to the post in a temporary capacity carries salary at the flat rate of Rs 13,010 a month plus salary compensation at the approved rate. 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 applications on the enclosed prescribed Application Form **in duplicate** as follows:
- (i) the original Application Form at Section A to be filled in by candidates and sent directly to the Senior Chief Executive, Ministry of Education and Human Resources, Tertiary Education & Scientific Research before the closing date for submission of applications;
 - (ii) candidates not within the Ministry of Education and Human Resources, Tertiary Education & Scientific Research should submit the duplicate application form through their respective Supervising/Responsible Officer of Ministries/Departments where posted, who will forward the duly completed form to the Senior Chief Executive, Ministry of Education and Human Resources, Tertiary Education and Scientific Research within a week after the closing date; and
 - (iii) candidates within the Ministry of Education and Human Resources, Tertiary Education and Scientific Research should submit the duplicate application form through their respective Head of Divisions/Sections/Schools who will forward the duly completed form to the Human Resources Section of the Education Zone for onward submission to the Ministry 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, Tertiary Education and Scientific Research at the following address: <http://ministry-education.govmu.org>
- (d) The envelope should be clearly marked 'Post of Laboratory Auxiliary' on the top left hand 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 to conceal any relevant information. This may lead to an application being rejected or, if a candidate has already been appointed, to 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.
- (iii) The originals of birth and educational certificates should **not** be submitted with the application but applicants should produce same if and when called upon to do so.

VII. CLOSING DATE

- (a) Applications should reach the Senior Chief Executive, Ministry of Education and Human Resources, Tertiary Education and Scientific Research (Human Resources Section), 2nd Floor, MITD House, Phoenix - 73544 **not later than 3.30 pm on Tuesday 05 June 2018.**
- (b) Applications received **after** the closing date will **not** be accepted. The onus for the prompt submission of applications so that they reach the Senior Chief Executive, Ministry of Education and Human Resources, Tertiary Education and Scientific Research in time lies solely on applicants.

Date: 16 May 2018

**Ministry of Education and Human Resources,
Tertiary Education and Scientific Research
MITD House
Phoenix - 73544**