

# THE INSTITUTE OF TECHNICAL EDUCATION AND TECHNOLOGY

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## **Post: Technical Assistant (Maintenance)**

- Qualifications:**
- A. Cambridge Higher School Certificate or passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level” or an equivalent qualification acceptable to the Council of the Institute of Technical Education and Technology.
  - B. (i) The Ordinary Technician Diploma in Building and Civil Engineering awarded by the City and Guilds of London Institute  
**Or**
  - (ii) The Technician Diploma in Construction or in Construction Industry awarded by the City and Guilds of London Institute  
**Or**
  - (iii) The “Brevet de Technicien” in Civil Engineering or in Building Construction awarded by the Mauritius Institute of Training and Development [formerly awarded by the Lycée Polytechnique sir Guy Forget].
  - C. Candidates should:
    - (i) reckon at least two years’ experience in building construction/ electrical works;
    - (ii) be able to meet tight deadlines and work under pressure;
    - (iii) possess good interpersonal and communication skills; and
    - (iv) be computer literate.

**Candidates should produce written evidence of experience/knowledge claimed.**

- Duties:**
- 1. To oversee the maintenance and upkeep of the grounds, buildings and related infrastructure.
  - 2. To assist in the supervision of simple engineering works including works by contractors.
  - 3. To carry out surveys, make regular inspection of existing infrastructure and provide reports, including any remedial action that needs to be taken, to the Manager, Technical Education Centre.
  - 4. To make arrangements for the repairs of plant, furniture and equipment.
  - 5. To assist the, Technical Education Centre Executive, in the –
    - (a) keeping of a work progress book;
    - (b) distribution and supervision of works to employees in the Workmen’s Group posted at the Centre;

- (c) preparation of requisitions;
  - (d) receipt and issue of tools;
  - (e) keeping of maintenance log book;
  - (f) ensuring quality of works; and
  - (g) preparation of simple estimates of works/ repairs.
6. To ensure that safety and precautionary measures relating to infrastructure are observed.
  7. To use ICT in the performance of his duties.
  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 Technical Assistant (Maintenance) in the roles ascribed to him.

**Salary:**(Negotiable based on qualification and proven work experience)  
Minimum /Starting point Rs21,850 (within range Rs21,850 --47,675)