

**MINISTRY OF EDUCATION, TERTIARY EDUCATION, SCIENCE AND TECHNOLOGY
CIRCULAR NOTE NO. 63 OF 2023**

VACANCY FOR POST OF FOREMAN

Applications are invited from qualified employees of the Ministry of Education, Tertiary Education, Science and Technology who wish to be considered for appointment as Foreman in the Ministry.

II. QUALIFICATIONS

By selection from among Tradesmen of the Ministry who:

- (i) reckon at least eight years' service in a substantive capacity in the grade;
- (ii) have an overall general knowledge of the work performed by different categories of workers on a site of work or in a workshop;
- (iii) possess supervisory and organizing skills; and
- (iv) have the ability to maintain discipline among a team of workers.

III. DUTIES AND SALARY

1. To organise the work to be performed by workers on sites of work.
2. To guide, train, direct and supervise workers.
3. To issue instructions in clear terms.
4. To control and exercise discipline over workers under his supervision.
5. To monitor progress of work and submit regular reports on the work done.
6. To assist in estimating the quantity of materials in an operation.
7. To ensure the receipt of materials, their storage and proper utilisation.
8. To ensure the availability of materials.
9. To keep records book for materials and tools and ensure their proper maintenance.
10. To keep an inventory of loose tools issued to the workers and to arrange for the safe keeping of unused materials on sites of work.
11. To prepare time sheets and keep books on the sites of work where there is no other supervisor.
12. To write simple technical reports in English and French.
13. To report any grievances of workers to the Inspectorate staff.
14. To check attendance of workers under his supervision and transmit all their applications for leave to the Inspectorate Staff.
15. To ensure that safety measures are observed by workers.
16. 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 Foreman in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 20825 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 34825 a month.

IV 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 duly filled in together with copies of Birth, Marriage (where applicable) and Educational Certificates, if any, should be sent directly to the Acting Senior Chief Executive, Ministry of Education, Tertiary Education, Science and Technology before the closing date for submission of applications; and
 - (ii) the duplicate through their Head of Divisions/Sections/Schools who, after completing Part B, will forward it to the Manager, Human Resources of their respective Zone for filling of Part C before transmitting it to the Acting Senior Chief Executive, Ministry of Education, Tertiary Education, Science and Technology 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, Tertiary Education, Science and Technology at the following address: <http://ministry-education.govmu.org>
- (d) Envelopes should be clearly marked "Post of Foreman" on the top left corner.

6. IMPORTANT

- (i) Incomplete, inadequate or inaccurate filling of the Application Form may cause the elimination of the candidate. 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 the termination of his appointment.
- (ii) The onus for the prompt submission of applications so that they reach the Acting Senior Chief Executive, Ministry of Education, Tertiary Education, Science and Technology in time lies solely on applicants. Only qualified employees should apply.
- (iii) The originals of Birth, Marriage and Educational Certificates should **not** be submitted with the application, but applicants should produce these if and when called upon to do so.
- (iv) Head of Divisions / Sections / Schools should ensure that the contents of this Circular Note are brought to the attention of all eligible employees and that, in case of eligible employees who are **overseas or on leave**, a copy of the Circular Note together with Applications Forms are despatched to these employees on the very day on which the Circular Note reaches their Division / Section / School.

7. CLOSING DATE

Application should reach the **Acting Senior Chief Executive, Ministry of Education, Tertiary Education, Science and Technology** (Human Resources Section), 2nd floor, MITD House, Phoenix 73544 **not later than 3.30 p.m on Tuesday 17 October 2023**

**Ministry of Education, Tertiary
Education, Science and Technology
MITD House
Phoenix 73544**

Date: 27 September 2023