



MINISTRY OF EDUCATION, TERTIARY EDUCATION SCIENCE AND TECHNOLOGY

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Circular Note No 65 of 2023

From: Acting Senior Chief Executive, Ministry of Education, Tertiary Education, Science and Technology

**To: Acting Director, Education Zones 1 - 4
Manager, Procurement and Supply, Procurement and Warehousing Section
Manager, Human Resources, Education Zones 1 - 4
Head of Divisions/Sections/Schools/SEN Resource Centres**

Vacancies for Post of School Caretaker

Applications are invited from qualified employees on the permanent and pensionable establishment of the Ministry of Education, Tertiary Education, Science and Technology who wish to be considered for appointment as School Caretaker in the Ministry.

2. QUALIFICATIONS

By selection from among employees on the permanent and pensionable establishment of the Ministry who:

- (i) reckon at least three years' service in a substantive capacity in their respective grade;
- (ii) possess the Certificate of Primary Education; and
- (iii) show proof of having sat for the Cambridge School Certificate Examination or the General Certificate of Education "Ordinary Level" Examination in at least five subjects at one sitting or an examination of equivalent standard acceptable to the Public Service Commission.

NOTE

In the absence of candidates possessing the qualification requirement at 2(iii) above, by selection from among employees on the permanent and pensionable establishment of the Ministry who:

- (i) reckon at least five years' service in a substantive capacity in their respective grade and who have been favourably reported upon; and
- (ii) possess the Certificate of Primary Education.

3. DUTIES

1. To open and close schools.
2. To clean a minimum of seven classrooms/specialist rooms.
3. To maintain, clean and dust classrooms including black/white boards, window panes/window bars, furniture, and equipment other than IT equipment.
4. To distribute foodstuffs to school children in connection with the School Feeding Project.
5. To deliver mail to and collect mail from Post Office daily.
6. To help school children to cross the street during recess and after classes end.
7. To accompany injured/sick pupils to hospitals or Community Health Centres/Area Health Centres, as and whenever necessary.
8. To perform gatekeeping duties.
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 the School Caretaker in the roles ascribed to him.

4. SALARY

The permanent and pensionable post of School Caretaker carries salary in scale Rs 14725 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 23950 a month plus salary compensation at approved rates.

Appointment to the post in a temporary capacity carries salary at the flat rate of Rs 14,725 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.

5. MODE OF APPLICATION

- (i) Qualified candidates should submit their application on the enclosed prescribed Application Form **in duplicate** as follows:-
 - (a) the original Application Form duly filled in together with copies of Birth, Marriage (where applicable) and Educational Certificates should be sent directly to the Acting Senior Chief Executive, Ministry of Education, Tertiary Education, Science and Technology within the closing date for submission of applications; and
 - (b) the duplicate through their respective Head of Divisions/Sections/Schools who, after completing Part B, will forward it to the Manager, Human Resources of the 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. For employees not posted in Zones, the second copy should be submitted to the Manager, Human Resources, Head Quarters (Minor and other Grades Section).

- (ii) Applications **not** made on the prescribed forms will not be accepted.
- (iii) Envelopes should be clearly marked “Post of School Caretaker” 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) Qualifications obtained **after** the specified closing date and time for the submission of applications will not be considered;
- (iii) 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 persons should apply;
- (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; and
- (v) Head of Division/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 this Circular Note together with application forms are despatched to these employees on the very day on which the Circular Note reaches their Division/Section/School.

7. **CLOSING DATE**

Applications 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 Thursday 26 October 2023**.

06 October 2023

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