

**MINISTRY OF EDUCATION, TERTIARY EDUCATION, SCIENCE AND TECHNOLOGY**

**Circular Note No. 76 of 2024**

**VACANCIES FOR POST OF TRADESMAN'S ASSISTANT**

Applications are invited from qualified serving employees on the permanent and pensionable establishment of Ministry of Education, Tertiary Education, Science and Technology who wish to be considered for appointment as **Tradesman's Assistant in the trades of Masonry, Plumbing and Pipe Fitting, Painting, Electrical Works, Welding and Carpentry** in this Ministry.

**2. QUALIFICATIONS**

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

- (a) possess the Certificate of Primary Education; and
- (b) have knowledge of the appropriate trade.

**NOTE 1**

In the absence of candidates possessing the Certificate of Primary Education, consideration will be given to candidates who show proof of being literate.

**NOTE 2**

Tradesman's Assistants will be required to pass the appropriate trade test to be eligible for appointment as Tradesman.

**3. DUTIES**

- 1. To assist the Tradesman in his respective trade whenever required.
- 2. To carry out simple repair and maintenance works and other operations.
- 3. To be familiar with the tools of the trade and to use them to perform operations, as appropriate and under guidance, so as to develop gradually the skills necessary for the trade.
- 4. To carry out the necessary measurements and calculations of the appropriate trade.
- 5. To use tools and equipment within safe workshop practices.
- 6. To ensure that all tools, equipment and accessories used in the trade are kept in good working condition.
- 7. 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 Tradesman's Assistant in the roles ascribed to him.

**NOTE**

Tradesman's Assistants may be required to work outside normal working hours including Sundays and Public Holidays.

**4. SALARY**

The permanent and pensionable post of Tradesman's Assistant carries salary in scale Rs. 13975 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 22625 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, 975 a month plus salary compensation at the approved rates. 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**

- (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/Resource Centres who, after completing Section B, will forward it to the Manager, Human Resources of their respective Zone for filling of Section 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 Tradesman's Assistant" 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/ Resource Centres 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 an Application Form are despatched to these employees on the very day on which the Circular Note reaches their Division / Section / School/ Resource Centre.

**7. CLOSING DATE**

Application Forms should reach the **Acting Senior Chief Executive, Ministry of Education, Tertiary Education, Science and Technology** (Human Resources Section), 2<sup>nd</sup> floor, MITD House, Phoenix 73544 **not later than 3.30 p.m on Wednesday 16 October 2024.**

**Date: 26 September 2024**

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