

MAHATMA GANDHI INSTITUTE

VACANCIES

Applications are invited from suitably qualified candidates who wish to be considered for the following posts at the Mahatma Gandhi Institute:

- **TECHNICIAN (SOUND)**
- **TECHNICIAN (LIGHT)**
- **COUNSELLOR**
- **LIBRARY CLERK (GENERAL PURPOSE)**
- **LIBRARY CLERK (URDU)**
- **LIBRARY CLERK (TAMIL)**
- **CLERICAL OFFICER/HIGHER CLERICAL OFFICER**

POST: **TECHNICIAN (SOUND)**

QUALIFICATIONS:

- (i) The Technician Diploma in Telecommunication Engineering awarded by the City and Guilds of London Institute.
- (ii) Candidates should reckon at least two years' experience in the operation and maintenance of sound equipment.

OR

Equivalent qualifications acceptable to Council.

- (iii) Candidates should be computer literate.

NOTE 1:

Candidates should produce written evidence of experience and knowledge claimed.

DUTIES:

1. To be responsible for:
 - (a) operation and maintenance of all items of sound equipment and fittings;
 - (b) operating and maintaining of projectors and sound equipment;
 - (c) setting up and repairs of sound equipment;
 - (d) record of attendance during performances and rehearsals;
 - (e) keeping of proper records of all sound equipment of the Institute;
2. To advise on the purchase of new equipment and renewal of existing sound equipment and accessories.

3. To carry out regular checks and ensure that all equipment are safe to operate and safely installed.
4. To ascertain that works are carried out as planned and in compliance with relevant norms and standards.
5. To assist in the preparation of technical and evaluation of tender documents for sound equipment.
6. To ensure safety and health measures for the prevention of accidents and fire hazards.
7. To prepare a maintenance schedule for sound and power control equipment, among others.
8. To work in close collaboration with other personnel involved in the preparation of shows.
9. To use ICT in the performance of his duties.
10. To perform other duties directly related to the main duties listed above or related to the delivery of the output and results expected from Technician in the roles ascribed to him.

NOTE 2:

Technicians will be required to work on a roster basis according to a plan specifying the commencing times and finishing times of turns of duty which may or may not include night duty.

SALARY SCALE : Rs 18075 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 –
32500 x 925 – 37125 x 1225 – 38350

POST: **TECHNICIAN (LIGHT)**

QUALIFICATIONS:

- (i) The Technician Diploma in Electrical and Electronic Engineering awarded by the City and Guilds of London Institute

OR

- (ii) The 'Brevet de Technician in Electronics' awarded by the Mauritius Institute of Training and Development

- (iii) Candidates should reckon at least two years' experience in the operation and maintenance of light equipment

OR

Equivalent qualifications acceptable to Council.

- (iv) Candidates should be computer literate.

NOTE 1:

Candidates should produce written evidence of experience and knowledge claimed.

DUTIES:

1. To be responsible for:
 - a) operation and maintenance of all items of light equipment and fittings;
 - b) operating and maintaining of projectors and light equipment;
 - c) execution of lighting plots;
 - d) setting up and repairs of light equipment;
 - e) record of attendance during performances and rehearsals; and
 - f) keeping of proper records of all light equipment of the Institute.
2. To advise on the purchase of new equipment and renewal of existing light equipment and accessories.
3. To carry out regular checks and ensure that all equipment are safe to operate and safely installed.
4. To ascertain that works are carried out as planned and in compliance with relevant norms and standards.
5. To assist in the preparation of technical evaluation of tender documents for light equipment.
6. To ensure safety and health measures for the prevention of accidents and fire hazards.
7. To be responsible for the programming of computerised lighting console and automated projectors, designing and configuring stage lighting.
8. To prepare a maintenance schedule for lighting and power control equipment, among others.
9. To work in close collaboration with other personnel involved in the preparation of shows.
10. To perform other duties directly related to the main duties listed above or related to the delivery of the output and results expected from Technician in the roles ascribed to him.

NOTE 2:

Technicians will be required to work on a roster basis according to a plan specifying the commencing times and finishing times of turns of duty which may or may not include night duty.

SALARY SCALE : Rs 18075 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350

POST:

COUNSELLOR

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."
- B. A Degree in Psychology or Child Psychology from a recognised institution.

OR

Equivalent qualifications to A and B above acceptable to the Council

- C. Candidates should –
 - (i) be computer literate;
 - (ii) are able to win trust to establish rapport with students;
and
 - (iii) have a strong sense of ethics.

Note

Qualification at A above should have been obtained prior to qualification at B above. However, candidates who, as at 30 June 2003, did not possess the qualification at A above will also be considered provided they hold –

- (a) a Cambridge School Certificate or passes obtained on one certificate at the General Certificate of Education "Ordinary Level" either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject or an equivalent qualification acceptable to the Council; and
- (b) a Master's Degree or a postgraduate diploma from a recognised institution in one of the fields at B above or an equivalent qualification acceptable to the Council

Qualification at (a) under 'Note' should have been obtained prior to qualifications at B above and at (b) under 'Note'.

Candidates should produce written evidence of knowledge claimed.

DUTIES:

- 1. To be responsible to the Director (Schooling) and Director (Mahatma Gandhi Institute), as may be required, in the performance of the following duties -
 - a. to give psychological advice to teaching staff in relation to methods, educational psychology organisation, individualised instruction programmes, behaviour modification techniques;

- b. to conduct in-service courses for teaching staff of the Mahatma Gandhi Institute, as and when required;
 - c. to advise parents by way of visits, talks, pamphlets, booklets, and guidelines;
 - d. to support, organise and co-ordinate remedial and special education programmes in schools;
 - e. to assess students with special needs and ensure follow up measures;
 - f. to organise, co-ordinate and supervise special education programmes;
 - g. to promote mental health programmes at school and counselling students;
 - h. to assist in case conferences in connection with direction and placement of students with special needs;
 - i. to carry out research on areas related to under-achievement and submit proposals/measures for improvement;
 - j. to carry out action on early identification of disabilities, provide proper advice and ensure necessary follow up action;
 - k. to help in the elaboration and adaptation of psycho-pedagogical tools;
 - l. to collect and update data and ensure the upkeep of records on relevant cases; and
 - m. to work in close collaboration with the staff of the MGI and other relevant institutions to improve students' performance and well-being.
2. To use ICT in the performance of his duties.
 3. To perform other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Counsellor in the roles ascribed to him.

SALARY SCALE : Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450

POST: LIBRARY CLERK (GENERAL PURPOSE)
LIBRARY CLERK (URDU)
LIBRARY CLERK (TAMIL)

QUALIFICATION:

A. (a) Cambridge School Certificate with credit in at least five subjects, Including English Language and French obtained at not more than two sittings

OR

(b) Passes not below Grade C in at least five subjects including English Language and French obtained at not more than two sittings at the General Certificate of Education "Ordinary Level" provided that at one of the sittings, passes have been obtained either (i) in five subjects including

English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject; or

OR

(c) An equivalent qualification acceptable to the Council.

NOTE 1:

Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at "Principal Level" and one subject at "Subsidiary Level" as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations.

B. 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.

NOTE 2:

A working knowledge in the relevant subject would be an advantage.

DUTIES:

1. To process books and periodicals and do minor classification and cataloguing.
2. To work at the issue counter.
3. To perform other duties directly related to the main duties listed above or related to the delivery of the output and results expected from incumbents in the roles ascribed to them according to their postings.

SALARY SCALE : Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 –
19575 x 475 – 21950 x 625 – 23200 x 775 – 30175

POST:

CLERICAL OFFICER/HIGHER CLERICAL OFFICER

QUALIFICATIONS:

- A. (a) Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Accounts obtained at not more than two sittings.

OR

- (b) Passes not below Grade C in at least 5 subjects including English Language, French and Mathematics or Accounts obtained at not more than two sittings at the General Certificate of Education "Ordinary Level" provided that at one of the sittings, passes have been obtained either (i) in five subjects including English Language with at least grade C in any two subjects

OR

- (ii) In six subjects including English Language with at least grade C in any one subject

OR

- (c) An equivalent qualification acceptable to the Council.

- B. 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

NOTE:

A Candidate not possessing credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at "Principal Level" and one subject at "Subsidiary Level" as well as the General paper obtained on one certificate at the Cambridge Higher School Certificate Examinations.

DUTIES:

1. To perform duties of a clerical nature such as:
 - a) the preparation, scrutiny and processing of straightforward documents, records, etc;
 - b) the preparation of simple documents subject to check;
 - c) arithmetical work;
 - d) registry work;
 - e) simple finance, establishment and stores work under supervision;
 - f) drafting replies to simple correspondence
2. To control a small sub-section in a department.

3. To carry out pay duties, as and when required.
4. To perform simple Computer/data processing work and Micro-filming
5. To carry out simple research work in connection with official documents
6. To perform other duties directly related to the main duties listed above or related to the delivery of the output and results expected from incumbents in the roles ascribed to them according to their postings.

SALARY SCALE : Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575
x 475 – 21950 x 625 – 23200 x 775 – 30175

AGE LIMIT

Candidates, unless employed in the Government Service or in Parastatal Organisations, should not have reached their 40th birthday by the closing date for the submission of applications.

MODE OF APPLICATION

Application forms are available at the Reception Counters of the Mahatma Gandhi Institute, Moka and Rabindranath Tagore Institute, Ilot, Pamplemousses. The form can also be downloaded from the MGI website: <http://www.mgirti.ac.mu>.

Applications should be made on the prescribed forms and returned, duly filled in, together with photocopies of birth certificate, marriage certificate (where applicable), valid certificate of character, educational certificates and evidence of experience claimed, so as to reach the Officer-in-Charge, Mahatma Gandhi Institute/Rabindranath Tagore Institute, Moka (80808), *not later than 3.30 p.m. on Wednesday 23 June 2021.*

Applicants should produce written evidence of equivalence of qualifications, and of knowledge and experience claimed.

The onus for the submission of written evidence of knowledge claimed and equivalence of qualification (if applicable) from the relevant authorities (Higher Education Commission or Mauritian Qualifications Authority) rests on the candidates. Applications will not be considered in case of non-submission of written evidence of knowledge claimed and Equivalence of Certificate, as appropriate, by the closing date.

Incomplete and/or inaccurate application forms or application not made on the prescribed forms will not be considered.

The post applied for should be clearly marked on the top left-hand corner of the envelope.

Please note that applicants who do not possess a Certificate of Character will be required to produce the receipt for their application for same as evidence.

The Mahatma Gandhi Institute reserves the right:

- (i) to call only the best qualified candidates for interview and**
- (ii) not to fill the vacancy as a result of this advertisement.**

Date : 09 June 2021

Tel No. 403 2000
Moka

/ad

Mahatma Gandhi Institute

TEMPORARY EMPLOYMENT

Applications are invited from suitably qualified candidates who wish to be considered as **Bursar on a Temporary basis** at the Mahatma Gandhi Institute.

I. Qualifications:

A pass at the final examinations required for admission to membership of a recognised professional Accountancy body with at least 5 years experience in an Accounting office at a Senior Level.

II. Flat salary:

Rs 62,950/- monthly, plus salary compensation at the approved rates.

DUTIES :

1. To be responsible to the Director for all matters concerning the finance of the Institute and also responsible for the Stores and Maintenance Sections of the Institute.
2. To advise the Director on the overall financial policy of the Institute.
3. To be responsible for the supervision and keeping of the accounting records and financial accounts, both revenue and capital, of the Institute.
4. To prepare the financial budget of the Institute.
5. To record all financial transactions and prepare the Final Accounts of the Institute.
6. To provide advice on and information for the control of income and expenditure and issue such instructions as considered necessary to ensure sound financial management.
7. To carry out checks and/or inspection of the financial and stores transactions in all the departments of the Institute and report thereon to the Director.
8. To liaise with the Ministry of Education, Tertiary Education, Science and Technology and the Ministry of Finance, Economic Planning and Development on behalf of the Director, on all matters regarding the Estimates.
9. To perform other duties directly related to the main duties listed above or related to the delivery of the output and results expected from incumbents in the roles ascribed to them according to their postings.

III. Mode of Application

Application forms are available at the Reception Counters of the Mahatma Gandhi Institute, Moka and Rabindranath Tagore Institute, Ilot, Pamplemousses. The form can also be downloaded from the MGI Website: <http://www.mgirti.ac.mu>.

Applications should be made on the prescribed forms and returned, duly filled in, together with photocopies of birth, marriage (where applicable), valid certificate of character, educational certificates (including transcripts/marksheets of undergraduate and postgraduate qualifications), so as to reach the Officer-in-Charge, Mahatma Gandhi Institute/Rabindranath Tagore Institute, Moka (80808), *not later than 3.30 p.m. on Wednesday 23 June 2021.*

Applicants should produce written evidence of equivalence of qualifications, and of knowledge claimed.

The onus for the submission of written evidence of knowledge claimed and equivalence of qualification (if applicable) from the relevant authorities (Higher Education Commission or Mauritius Qualifications Authority) rests on the candidates. Applications will not be considered in case of non-submission of written evidence of knowledge claimed and Equivalence of Certificate, as appropriate, by the closing date.

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- (i) to call only the best qualified candidates for interview and**
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Date : 09 June 2021

Tel No. 403 2000
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