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

CIRCULAR LETTER NO. 43 OF 2020

Vacancies for the Post of Computer Laboratory Auxiliary

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

Note: Candidates who applied for the post in response to this Ministry's Circular Note No. 83 dated 21 December 2018 should submit fresh applications.

II.   **QUALIFICATIONS**

By selection from among serving employees on the permanent and pensionable establishment who possess a Cambridge School Certificate with at least a pass in Mathematics or any Science subject <u>or</u> passes obtained on one certificate at the General Certificate of Education "Ordinary Level" either (i) in five subjects including English Language and Mathematics or any Science subject with at least Grade C in any two subjects or (ii) in six subjects including English Language and Mathematics or any Science subject with at least Grade C in any one subject <u>or</u> an equivalent qualification acceptable to the Public Service Commission.

NOTE

In the absence of serving employees on the permanent and pensionable establishment possessing the above qualification, consideration will be given to those who –

(i)   show proof of having sat for the Cambridge School Certificate Examination <u>or</u> the General Certificate of Education "Ordinary Level" Examination in at least five subjects at one sitting <u>or</u> an examination of equivalent standard acceptable to the Public Service Commission; and

(ii)   reckon experience in Computer Laboratory work for a period of at least six months.

Candidates should produce written evidence of experience claimed.

III   **DUTIES**

    1.   To be responsible for –

        (a)   the general cleanliness of the Computer Laboratory and the general care of equipment and furniture;

        (b)   scheduling hardware and software for use in different classes and the computer laboratory;

        (c)   the detection and elimination of viruses using appropriate tools.

    2.   To set up equipment and load relevant software.

    3.   To provide assistance to teachers/educators for the running of hands-on sessions.

    4.   To assist in the routine maintenance of hardware and software and in keeping record of equipment.

    5.   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 Computer Laboratory Auxiliary in the roles ascribed to him.

IV.   **TRAINING**

Selected candidates will be appointed in a temporary capacity in the first instance and will be required to undergo on-the-job training for a period of at least six months. On satisfactory completion of the training and on being favourably reported upon, they will be considered for appointment to the grade of Computer Laboratory Auxiliary in a substantive capacity.

V.   **SALARY**

The permanent and pensionable establishment of Computer Laboratory Auxiliary carries salary in scale Rs 13,010 x 260 – 14,050 x 275 – 15,150 x 300 – 15,750 x 325 – 17,700 x 375 – 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 27,075 a month plus salary compensation at approved rates.

Appointment to the post in a temporary capacity carries salary at the flat rate of Rs 13,010 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.

VI. **MODE OF APPLICATION**

(a) Qualified candidates should submit their application on the enclosed prescribed Application Form **in duplicate** as follows:

   (i) the original Application Form at Section A to be filled in by candidates and sent directly to the Senior Chief Executive, Ministry of Education, Tertiary Education, Science and Technology <u>before the closing date</u> for submission of applications;

   (ii) candidates not within the Ministry of Education, Tertiary Education, Science and Technology should submit the duplicate application form through their respective Supervising/Responsible Officer of Ministries/Departments where posted, who will forward the duly competed form to the Senior Chief Executive, Ministry of Education, Tertiary Education, Science and Technology <u>within a week after the closing date</u>; and

   (iii) candidates within the Ministry of Education, Tertiary Education, Science and Technology should submit the duplicate application form through their respective Head of Divisions/Sections/Schools who will forward the duly completed form to the Human Resources Section of the Education Zone for onward transmission to the Ministry <u>within a week after the closing date.</u>

(b) Applications <u>not</u> made on the prescribed forms 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) the envelope should be clearly marked "Post of Computer Laboratory Auxiliary" on the top left corner.

VII. **IMPORTANT**

(i)   Incomplete, inadequate or inaccurate filling of the Application Form may cause a candidate's elimination. 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)   Qualification obtained <u>after</u> the closing date for the submission of applications as specified in the advertisement will not be accepted. Only qualified persons should apply.

(iii) The originals of Birth and Educational Certificates should <u>not</u> be submitted with the application, but applicants should produce these if and when called upon to do so.

(iv)   Documentary evidence of experience claimed should be submitted with the application form.

VIII. **CLOSING DATE**

(a)   Applications should reach the **Senior Chief Executive, Ministry of Education, Tertiary Education, Science and Technology, 2nd Floor, MITD House, Phoenix not later than 3.30 p.m on 19 November 2020.**

(b)   Applications obtained **after the** closing date will not be considered. The onus for the prompt submission of applications so that they reach the Senior Chief Executive, Ministry of Education, Tertiary Education, Science and Technology in time lies solely on applicants.

Ministry of Education, Tertiary Education, Science and Technology

Date: 30 October 2020

MITD House, Phoenix