GOVERNMENT OF MAURITIUS

SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE PUBLIC SERVICE COMMISSION REGULATIONS

Ministry: Civil Service and Administrative Reforms
Post: Trainer
Salary: Rs 19,000 x 600 – 23,200 x 800 – 28,000 x 1,000 – 30,000 x 1,250 – 40,000
(02 44 67)
Effective Date: 16 August 2012
Qualifications:
A. 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 from a recognised institution.

OR

Equivalent qualifications to A and B above acceptable to the Public Service Commission.

C. Candidates should –
   (i) be registered with the Mauritius Qualifications Authority;
   (ii) reckon at least three years’ experience in the delivery of training;
   (iii) possess good communication, interpersonal and training skills;
   (iv) possess problem solving skills; and
   (v) be computer literate.

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.
Grade C in any one subject or an equivalent qualification acceptable to the Public Service Commission; and

(b) a Master’s Degree or a postgraduate diploma from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.

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 experience/knowledge claimed and of registration with the Mauritius Qualifications Authority.

**Duties:**

1. To be responsible for –
   
   (i) planning and organising training and development programmes and activities;
   
   (ii) delivering training and providing teaching materials for instructional purposes;
   
   (iii) providing counselling and coaching services to trainees, as and when required;
   
   (iv) the execution of training programmes;
   
   (v) undertaking general administration work; and
   
   (vi) the use of innovative training methods.

2. To assist in –

   (i) the design and implementation of training programmes; and
   
   (ii) the formulation of training policies and projects.

3. To use ICT in the performance of his duties.

4. 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 Trainer in the roles ascribed to him.

**CERTIFIED CORRECT**

[Signature]

for Senior Chief Executive

Ministry of Civil Service and Administrative Reforms

Date 19.6. AUG. 2012