Ministry: Education and Cultural Affairs

Post: Supervisor, Handicrafts Training Branch (Vocational Training)

Salary: Rs 2,400 x 100 - 2,600 x 125 - 2,850
Rs 6,000 x 200 - 4,000 x 250 - 8,000 (EDU 20)

Effective Date: 18th December, 1978

Qualifications:

1. (a) A Diploma in Art and Design together with a Teacher Training Certificate obtained after following a course of at least one year's duration.

Or

(b) A Certificate in Education with Handicraft or with Art and Design as main subject.

Or

(c) A diploma in Handicraft Education.

Or

(d) An alternative qualification acceptable to the Public Service Commission.

2. (a) A minimum of 3 years' practical experience in handicraft production in a workshop preferably in a supervisory capacity.

Or

(b) A minimum of 3 years' experience in teaching/training in one or more recognised technical institutions in the field of vocational training/handicraft training.

Or

(c) A combination of (a) and (b) totalling at least 3 years.

Candidates will be expected to produce evidence of ability to make articles in or to work with materials relevant to as many of the activities of the Centres under the Handicrafts Training Branch as possible.
NOTE:

For the first intake, priority of consideration will be given to an officer who has been in charge of the technical and administrative running of the Small Scale Industries Branch/Handicraft Training Branch for a period of over five years.

DUTIES:

1. To exercise overall supervision over the functioning of the Handicraft Training Branch of the Ministry.

2. To assist in the management of Handicraft Training Centres under this Branch.

3. To assist in the development of the Handicraft Training programme comprising basic general training, artistic training and training in handicrafts production; in the identification of new areas; and in the organisation of full-time and part-time training courses for the training and retraining of craftsmen.

4. To arrange for the provision of training materials; for the constant review of training methods and techniques; for the introduction of new designs; and for improvement in the quality of finished products.

5. To organise the preparation of samples and prototypes of handicraft articles related to or with a view to testing market outlets and to organise the sale of products from Handicraft Training Centres.

6. To supervise follow-up work of the ex-trainees.

7. To propagate and publicise Handicraft Training among youths.

8. To perform other cognate duties.