

MAURITIUS INSTITUTE OF HEALTH

POWDER MILL, PAMPLEMOUSSES

Vacancy for the post of Training Manager

Applications are invited from qualified candidates who wish to be considered for appointment as **Training Manager** at the Mauritius Institute of Health:

A. Candidates should possess the following:

1. **Qualifications:**
 - (i) Higher School Certificate or G.C.E. (A. Level) in three subjects
 - (ii) Medical degree registered with the Medical Council of Mauritius.
 - (iii) A postgraduate qualification in Public Health/ or medical field having a component of educational methodology/pedagogy/communication or equivalent.
 - (iv) A minimum requirement of the Internet and Computing Core Certification (IC3) with knowledge of office package or documentary evidence of any IT proficiency programme followed.
2. **Experience:** Proven teaching experience in the health field is essential.
3. **Skills:** Effective communication (verbal and written) skills in French and English, and effective managerial skills.

B. Age Limit: Candidates should not be over 45 yrs old unless already in the Service.

C. Duties: The Training Manager is responsible to the Executive Director for the following duties:-

- (i) Developing and evaluating training curricula including learning materials in collaboration with team members;
- (ii) Providing training to participants;
- (iii) Coordinating and evaluating facilitators and clinical supervisors;
- (iv) Coordinating/supervising clinical practice;
- (v) Participating in learning needs assessments;
- (vi) Participating in the evaluation and follow-up of participants;
- (vii) Performing such 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.

D. Salary: The post carries salary in scale of: Rs 45375 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 83000 (PRB 2016).

E. Mode of Application

Qualified candidates should submit their applications on forms which may be obtained at the Mauritius Institute of Health. Application forms may also be downloaded from its website: <http://mih.govmu.org>

F. Applications, duly filled in on the prescribed form with full CV, should reach the Executive Director, Mauritius Institute of Health, Powder Mill, Pamplemousses, **not later than 3.30 p.m. on Friday 19 October 2018.** Envelopes should be clearly marked “**Training Manager**” in the top left corner.

G. Applications received after the closing date and time or without the required documentary evidence of qualifications and experience will not be considered. The Institute reserves the right:-

- (i) to call only the best qualified applicants for interview; and
- (ii) not to make any appointment as a result of this advertisement.

Date: 12 September 2018

Mauritius Institute of Health
Pamplemousses