

**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 (MIH) on Permanent Establishment or Contract.

**II. AGE LIMIT**

For appointment on the Permanent Establishment, candidates, unless already in the service should not have reached their 45<sup>th</sup> birthday, for appointment on contract candidates should not have reached their 70<sup>th</sup> birthday by the closing date for the submission of applications.

**III. QUALIFICATIONS**

Candidates should

- (i) be fully registered as medical practitioner in accordance with legislation in force in Mauritius
- (ii) possess a postgraduate qualification in Public Health or in medical field having a component of educational methodology /pedagogy/ communication or an equivalent qualification acceptable to the Executive Board of MIH
- (iii) reckon at least six months teaching experience in the health field
- (iv) possess strong leadership and managerial skills
- (v) possess effective communications skills in French and English and
- (vi) be computer literate

**IV. ROLE AND RESPONSIBILITIES**

To be responsible to the Executive Director, for the development and implementation of training programmes for the health sector.

**V. DUTIES AND SALARY**

1. (i) to develop and evaluate training curricula including learning materials in collaboration with team members
- (ii) to provide training to participants;
- (iii) to coordinate and evaluate facilitators and clinical supervisors
- (iv) to coordinate and supervise clinical practice
- (v) to participate in learning needs assessments and
- (vi) to participate in the evaluation and follow-up of participants

2. To use ICT in the performance of duties
3. 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 Training Manager in the roles ascribed to him/her.

The permanent and pensionable post carries salary in scale of Rs 47,675 x 1,575 - 49,250 x 1,650 - 54,200 x 1,700 - 64,400 x 1,800 - 69,800 x 2,000- 75,800 x 2,150 - 82,250 x 3,000 - 88,250 x 3,125 - 91,375. For the post on contract basis salary will be commensurate with qualification and experience and will range from Rs 47,675 to Rs. 77,950 monthly.

## **VI. MODE OF APPLICATION**

1. Candidates should submit their application on forms which may be obtained at the Mauritius Institute of Health or be downloaded from the website: [HYPERLINK "<http://mih.govmu.org>"]  
Acknowledgement of applications will be made, as far as possible, by e-mail. Candidates are, therefore advised to submit their e-mail address.
2. Envelope should be clearly marked “ Training Manager” on the top left corner .
3. Incomplete, inadequate or inaccurate filling of the Application Form may entail elimination of the candidate.

Candidates should produce written evidence of knowledge and experience claimed.

## **VII. CLOSING DATE**

Application forms 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 **15.30 p.m. (local time) on 16 April 2024**. Envelopes should be clearly marked “**Training Manager**” in the top left corner.

Applications received after the closing date and time or without the required documentary evidence of qualifications and experience will not be considered.

## **NOTE**

The Institute reserves the right:-

- (i) to convene **only** the best qualified candidates for interview; and
- (ii) not to make any appointment following this advertisement.

Date: 21 March 2024

Mauritius Institute of Health  
Pamplemousses



Subsidiary Subject	Grade
.....	.....
.....	.....
.....	.....
General paper .....	.....

Result .....

Ordinary Level	Grade
.....	.....
.....	.....
.....	.....
.....	.....

## 5. DIPLOMA/ DEGREE/ PROFESSIONAL QUALIFICATIONS *(use additional sheets if necessary)*

Name of University/Examining Body ..... Country .....

Specify exact qualifications obtained ..... Class/Division/Level .....

Duration of course/study: From ..... To .....

Main Subjects

Subsidiary Subjects

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.....  
.....

.....  
.....  
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## 6. EXPERIENCE AND SKILLS RELEVANT TO THE POST APPLIED FOR *(Attach documentary evidence)*

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## 7. EMPLOYMENT HISTORY

### 7.1 In the SERVICE

#### (i) Present Employment

Post held

Temporary/Substantive

Min./Dept.

Date of Present Appointment

Date of Confirmation in the Service

Present Salary per month (Rs)

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.....

.....

(Date Month Year)

e.g. 01 JAN 2009

### 7.2 PREVIOUS EMPLOYMENT (Including Parastatal) *(use additional sheets if necessary)*

Post held

Temporary/Substantive

Min./Dept

Date of Appointment

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## 8. IMPORTANT- PLEASE READ THE ADVERTISEMENT CAREFULLY:

*Incomplete, inadequate or inaccurate filling of the form may cause the applicant's elimination from consideration. It is an offence to give false information 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.*

### DECLARATION

I, ....., the undersigned applicant, declare that the particulars in this application are true and accurate and that I have not wilfully suppressed any material fact.

Date .....

Signature .....

## 9. TO BE FILLED BY SUPERVISING OFFICER

(i) Record of Sick Leave: 2021:..... days 2022: ..... days 2023: ..... days  
(ii) Record of Unauthorised Absences: 2021:..... days 2022: ..... days 2023: ..... days  
(iii) Brief Report on Work and Conduct: 2021:..... days 2022: ..... days 2023: ..... days

Date .....

Signature .....

Name in full: .....