

**POST:** **Trainer**

**MODE of EMPLOYMENT:** On two (02) years' Contract (*with the possibility of permanent employment subject to satisfactory performance during contractual period*)

**SALARY:** In the range of Rs 33,175 – 69,800 (*Salary will be commensurate with qualifications and experience*)

**QUALIFICATIONS:**

A Bachelor's degree in one of the following fields: Management, Human Resource Management, Public Administration/Policy.

**OR**

Equivalent qualifications acceptable to the Board of Civil Service College, Mauritius

**NOTE:**

Holders of post-graduate degrees will have an advantage.

**EXPERIENCE:**

At least **five years'** experience as Trainer. The experience should be in the delivery of **a minimum of 150 hours of training per year** in at least one of the following fields: Customer Care, Communication and Interpersonal Skills, Management related topics, Leadership and Strategic Thinking.

Candidates should also:

- (i) have an understanding of e-learning techniques;
- (ii) possess good organizing and management skills;
- (iii) possess excellent communication and interpersonal skills; and
- (iv) be proficient in information technology.

**Candidates should produce written evidence of experience (mentioning the number of hours) claimed.**

**DUTIES:**

1. To design and develop training programmes, workshops and seminars
2. To deliver training sessions
3. To assess and evaluate training courses
4. To maintain training documentation
5. To plan and coordinate training courses
6. To gather feedback on training programmes
7. To conduct training needs assessments
8. To implement training best practices
9. To prepare training notes/materials for face-to-face and online courses
10. 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/her