MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 84 OF 2018

Vacancies for Post of Blood Bank Assistant/Senior Blood Bank Assistant
Ministry of Health and Quality of Life

Applications are invited from qualified candidates who wish to be considered for appointment as Blood Bank Assistant/Senior Blood Bank Assistant in the Ministry of Health and Quality of Life.

II. AGE LIMIT

Candidates, unless already in the Service, should not have reached their 40th birthday by the closing date for the submission of applications.

III. QUALIFICATIONS

A. A Cambridge School Certificate with passes in Biology and any other science subject or Passes obtained on one certificate at the General Certificate of Education “Ordinary Level” either (i) in five subjects including English Language, Biology and any other science subject with at least Grade C in any two subjects or (ii) in six subjects including English Language, Biology and any other science subject with at least Grade C in any one subject or an equivalent qualification acceptable to the Public Service Commission.

B. Candidates should be computer literate.

NOTE

1. Candidates should produce written evidence of knowledge claimed.

2. The onus for the submission of written evidence of knowledge claimed and equivalence of qualification (if applicable) from the relevant authorities (Tertiary Education Commission or Mauritius Qualifications Authority) rests on the candidates. Applications will not be considered in case of non-submission of written evidence of knowledge claimed and Equivalence Certificate, as appropriate, by the closing date.

3. Candidates may be required to sit for a written examination as part of the selection process.

4. The Commission reserves the right:

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

Selected candidates will be appointed in a temporary capacity in the first instance and will be required to undergo training for a period of at least six months in Phlebotomy, as approved and arranged by the Ministry of Health and Quality of Life. On successful completion of the training, they will be considered for appointment as Blood Bank Assistant/Senior Blood Bank Assistant in a substantive capacity.

IV. DUTIES AND SALARY

1. To be responsible to the Senior Blood Bank Officer through the Blood Bank Officer and to perform the following duties under the supervision of the Blood Bank Officer –
   
   (i) receiving and registering blood donors;
   
   (ii) performing haemoglobin screening and taking blood pressure of donors and assessing their suitability for blood donation;
   
   (iii) labelling and issuing blood bags and pilot tubes to the donors;
   
   (iv) bleeding of blood donors;
   
   (v) sterilising all equipment used in blood collection, including bone marrow sets;
   
   (vi) providing general assistance to Pathologists in performing bone marrow aspirations and biopsies;
   
   (vii) preparing equipment and consumables for a mobile blood collection session;
   
   (viii) providing assistance in performing the apheresis procedures;
   
   (ix) preparing and keeping donor blood group records; and
   
   (x) donor recall.

2. To use ICT in the performance of his 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 Blood Bank Assistant/Senior Blood Bank Assistant in the roles ascribed to him.
**Note**

Blood Bank Assistant/Senior Blood Bank Assistants will be required to work at staggered hours.

The permanent and pensionable post carries salary in scale Rs 14,050 x 275 – 15,150 x 300 – 15,750 x 325 – 17,700 x 375 – 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 32,500 x 925 – 33,425 a month.

Appointment in a temporary capacity in the grade carries a flat salary of Rs 14,050 a month.

V. **MODE OF APPLICATION**

1. Qualified candidates are advised to submit their application electronically via the website of the Public Service Commission at the following address:

   [http://psc.govmu.org/English/Pages/PscHomepage.aspx](http://psc.govmu.org/English/Pages/PscHomepage.aspx)

2. Candidates may also apply electronically at the Enquiry Counter of the Public Service Commission, 7, Louis Pasteur Street, Forest Side from **9.00 a.m to 3.30 p.m on weekdays and not later than 3.00 p.m on the closing date.**

3. Candidates are requested to follow the procedures that can be accessed through the “How to Apply” option on the above address.

4. Candidates already in the service should also submit a printed copy of their electronic Application Form, **duly-signed**, through their respective Supervising Officer/Responsible Officer.

5. Acknowledgement of applications will be made by **e-mail**. Candidates are encouraged to submit their e-mail address.

6. For technical support, the Government Online Centre (GOC) may be contacted on the e-mail address: **support@ncb.mu** or on phone number **454 9955**.

7. For any other query, the help desk of the Public Service Commission may be contacted on e-mail address **pdsc@govmu.org** or phone number **670 9705** or fax number **670 3417**.
8. Candidates are also advised to read carefully the “NOTES AND INSTRUCTIONS FOR ONLINE APPLICATION (in response to Public Advertisement)” before filling in the Application Form. Care should be taken to fill in the online Application Form correctly. **Incomplete, inadequate or inaccurate filling of the Application Form may entail elimination of the candidate.**

9. The Commission reiterates its request to candidates to submit their application electronically. However, qualified candidates not applying online may submit their application on **PSC Form 7** which may be obtained **either** from the Enquiry Counter of the Ministry of Civil Service and Administrative Reforms, Ground Floor, Emmanuel Anquetil Building, Port Louis **or** from the Enquiry Counter of the Public Service Commission, 7, Louis Pasteur Street, Forest Side **or** from the Chief Commissioner’s Office, Port Mathurin, Rodrigues **or** from the offices of the Mauritius High Commissions/Embassies overseas.

VI. **CLOSING DATE**

Applications should reach the Secretary, Public Service Commission, **not later than 3.00 p.m. (local time) on Monday 11 March 2019.** Applications received after the specified closing date and time will not be considered.

Date: 26 February 2019

Public Service Commission,
7, Louis Pasteur Street,
**FOREST SIDE.**