MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 73 OF 2019

Vacancies for Post of Medical Imaging Assistant (on shift)
Ministry of Health and Quality of Life

Applications are invited from qualified female candidates who wish to be considered for appointment as Medical Imaging Assistant (on shift) 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

By selection from among female candidates who possess –

(i) a Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics obtained on one certificate or Passes not below Grade C in at least five subjects including English Language, French and Mathematics obtained on one certificate at the General Certificate of Education “Ordinary Level” or an equivalent qualification acceptable to the Public Service Commission.

Note

Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at “Principal Level” and one subject at “Subsidiary Level” as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations.

(ii) 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. Applicants 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.

IV. DUTIES AND SALARY

1. To be responsible to the head of the Diagnostic Radiography Unit through the Principal Medical Imaging Assistant and the Senior Medical Imaging Assistant for –

(a) welcoming patients at the reception counter and giving appropriate instructions to them;

(b) giving appointments for X-Ray examinations and relevant instructions to patients for the radiological examination concerned;

(c) recording relevant particulars of the patients in the Register Book or feeding the relevant data on computer at the reception counter;

(d) answering telephone calls;

(e) preparing and directing female patients in the X-Ray room and ensuring that female patients are provided with clean gowns;

(f) chaperoning female patients during X-Ray examinations conducted by officers of the Medical Imaging Technologist Cadre in the X-Ray room, during echography and other special examinations conducted by the Specialist/Senior Specialist of the Diagnostic Radiography Unit;

(g) directing male patients to the echography room;

(h) ensuring the collection of case sheets from the Health Records Unit and other units and despatching same to their respective units;

(i) assisting the Medical Imaging Technologist in the preparation of the Barium enema solution and in giving the Barium enema to female patients and children under the supervision of the Specialist/Senior Specialist of the Diagnostic Radiography Unit performing the Barium enema examination;

(j) sorting out and filing of X-Ray films;

(k) writing the relevant particulars of patients on the X-Ray films for identification purpose;

(l) transcribing of reports from the Specialist/Senior Specialist of the Diagnostic Radiography Unit in the record book;
(m) preparing name slips of patients for printing on films during and after normal working hours;

(n) despatching reports from the Specialist/Senior Specialist of the Diagnostic Radiography Unit and X-Ray films to wards, outpatients’ unit, Central Records Office, outstations, hospitals, dispensaries and to general practitioners; and

(o) despatching official letters.

2. To use ICT in the performance of her 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 Medical Imaging Assistant (on shift) in the roles ascribed to her.

Note

Medical Imaging Assistants (on shift) will be required to work on shift covering a 24-hour service including Saturdays, Sundays and Public Holidays and officially declared cyclone days.

The permanent and pensionable post carries salary in scale Rs 13,530 x 260 – 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 – 30,175 a month.

V. MODE OF APPLICATION

1. Qualified candidates are advised to submit their application electronically at the following address:-

   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 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 advised to submit their e-mail address.

6. For queries regarding Username & Password, the Government Online Centre (GOC) may be contacted on the e-mail address: support@ncb.mu or on phone number 454 9955.
7. For **technical support and other queries**, the help desk of the Public Service Commission may be contacted on the 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, 7, Louis Pasteur Street, Forest Side, **not later than 3.00 p.m. (local time) on Wednesday 14 August 2019**. Applications received after the specified closing date and time will **not** be considered.

Date: 01 August 2019

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