Vacancy for Post of Permanencier/Senior Permanencier
Ministry of Health and Quality of Life

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

II. QUALIFICATIONS

By selection from among officers in the grade of Health Care Assistant/Senior Health Care Assistant (General) who –

(i) reckon at least two years’ service in a substantive capacity in the grade;

(ii) possess good communication skills and are fluent in English and French; and

(iii) have a basic knowledge of Word Processing.

NOTE

The selected candidate will be appointed in a temporary capacity in the first instance and will be required to undergo in-service training for a period of at least six months, at the end of which he/she will be eligible for consideration for appointment in a substantive capacity to the grade of Permanencier/Senior Permanencier.

Candidates should produce written evidence of any experience/knowledge claimed.

III. DUTIES AND SALARY

1. To be responsible to the Director, Emergency Medical Services, through the Regional Nursing Administrator for:

   (i) receiving calls made to the Emergency Medical Services and collecting data from callers;

   (ii) sorting out the urgent from the non-urgent calls and channelling non-medical calls to the services;

   (iii) channelling the decisions of the “Medecin Regulateur”;

   (iv) updating documentation regarding the day-to-day functioning of the Emergency Medical Unit;

   (v) follow-up of all outings made by the Emergency Medical Unit as well as the non-medicalised ambulances despatched by the SAMU Control Room and liaising with other services (e.g. Police, Fire Services);
(vi) keeping records of the Control Room’s activities and updating records of all on-call services;

(vii) checking means of communication between the Control Room and all peripheral units, coordinating maintenance of communication equipment (radio, telephone lines, fax, beeps, mobile phones and voice recorder);

(viii) maintaining and filing record of correspondence to and from the SAMU;

(ix) entering collected information from record sheets so as to compile a database for statistical studies;

(x) all equipment and materials which are listed in the Inventory Book of the Control Room; and

(xi) carrying out a handing over about ongoing missions at the end of duty.

2. To perform such cognate duties as may be assigned.

**Note:**

Permanencier/Senior Permanenciers will be required to work in relays on a 24-hour basis invariably including night duty and work on Sundays, Public Holidays and officially declared cyclone days.

The permanent and pensionable post carries salary in scale Rs 18,075 x 375 – 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 32,500 x 925 – 34,350 a month.

### IV. MODE OF APPLICATION

1. Qualified candidates should 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 Commission/Embassies overseas.

2. Applications should be submitted **in duplicate**, the original to be sent directly to the Secretary, Public Service Commission and the duplicate through the Senior Chief Executive, Ministry of Health and Quality of Life.

3. This circular together with the Application Form (PSC Form 7) are available on the website of the Public Service Commission at [http://psc.govmu.org](http://psc.govmu.org)

4. Candidates are encouraged to submit on-line application through the government web portal at [http://www.govmu.org](http://www.govmu.org)
5. Acknowledgement of applications will be made, as far as possible, by e-mail. Candidates are therefore advised to submit their e-mail address.

6. Candidates are also advised to read carefully the “NOTES AND INSTRUCTIONS TO CANDIDATES” before filling in the Application Form. Care should be taken to fill in the Application Form correctly. Incomplete, inadequate or inaccurate filling of the Application Form may entail elimination of the applicant.

V. CLOSING DATE

Applications should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side, not later than 3.00 p.m. on Monday 20 February 2017.

Date: 31 January 2017