Applications are invited from qualified officers of the Ministry of Health and Quality of Life who wish to be considered for appointment as Specialised Health Care Assistant in the Ministry in the following fields:-

(i) AIDS
(ii) Harm Reduction
(iii) Health Promotion

Note: Candidates should indicate clearly in their application form the field for which they are applying.

II. QUALIFICATIONS

By selection from among officers in the grade of Health Care Assistant (General) who reckon at least five years’ service in a substantive capacity in the grade including at least one year’s working experience in the relevant field of speciality and who -

(a) possess good communication and interpersonal skills;
(b) are able to interact with people of different backgrounds; and
(c) have the ability to work in a team.

III. DUTIES AND SALARY

1. To be responsible to the officer in charge of the Unit of the relevant field of speciality or any other officer designated by him for -

(i) giving assistance in activities related to the Unit;
(ii) performing the duties of Health Care Assistants (General), as and when required;
(iii) scheduling appointments of patients at respective centres;
(iv) preparing patients’ folders for medical assessment and Outpatient Department;
(v) collecting statistical data, making data entry and keeping proper records of patients attending mobile clinics, health points and maintaining patients files;
(vi) participating in surveys and other health research projects;

(vii) ensuring the cleanliness and proper keeping of medicine boxes and equipment;

(viii) assisting in group and individual counselling of patients;

(ix) assisting in the conduct of screening programmes;

(x) participating in awareness and sensitisation campaigns;

(xi) keeping and maintaining equipment properly in mobile caravans;

(xii) preparing and distributing equipment including needles and syringes where necessary;

(xiii) despatching blood samples to laboratories as well as collecting and recording results in full confidentiality;

(xiv) performing motivational duties at all levels in his relevant field of speciality;

(xv) liaising with patients to ensure follow up for management of their regular cases; and

(xvi) participating in regular meetings with the Community Health Leaders and other stakeholders in connection with activities in his field of speciality.

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 Specialised Health Care Assistant in the roles ascribed to him.

Note

Specialised Health Care Assistants will be required to work at staggered hours including Sundays and Public Holidays.

The permanent and pensionable post carries salary in scale Rs 16,175 x 350 – 17,225 x 450 – 19,475 x 600 – 20,675 x 750 – 29,675 x 900 – 31,475 a month plus salary compensation at approved rates.
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. On-line application can also be submitted 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 encouraged to submit their e-mail address.

6. Candidates are 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 25 May 2015.**

Date: 05 May 2015

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