PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 18 OF 2017

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

Applications are invited from qualified female officers who wish to be considered for appointment as Medical Imaging Assistant (on shift) in the Ministry of Health and Quality of Life.

II. QUALIFICATIONS

By selection from among serving female officers who hold a substantive appointment in their respective grade and who possess a Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics obtained at not more than two sittings or passes not below Grade C in at least five subjects including English Language, French and Mathematics obtained at not more than two sittings at the General Certificate of Education “Ordinary Level” provided that at one of the sittings, passes have been obtained either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject 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.

NOTE

The onus for the submission of 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 failing the non-submission of Equivalence Certificate, as appropriate, by the closing date.

III. 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;

2/...
(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’ units, 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 Sundays, 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.

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 their respective Supervising/Responsible Officers.

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 Tuesday 16 May 2017.**

Public Service Commission,
7, Louis Pasteur Street,

**FOREST SIDE.**

Date: 26 April 2017