

MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO.20 OF 2020
Vacancy for Post of Community Health Care Officer
Ministry of Health and Wellness

Applications are invited from qualified candidates who wish to be considered for appointment as Community Health Care Officer in the Ministry of Health and Wellness.

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. Candidates should possess a Cambridge School Certificate with credit in at least five subjects including English Language and French obtained on one certificate or Passes not below Grade C in at least five subjects including English Language and French 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.

B. Candidates should –

- (i) possess good communication and interpersonal skills; and
- (ii) be computer literate.

Candidates should produce written evidence of knowledge claimed.

NOTE

Selected candidates will be appointed in a temporary capacity in the first instance and will be required to follow a nine-month part-time course in Community Health Care, as approved and arranged by the Ministry of Health and Wellness. On successful completion of the course, they will be considered for appointment to the grade of Community Health Care Officer in a substantive capacity.

NOTE

1. **The onus for the submission of written evidence of knowledge claimed and equivalence of qualification (if applicable) from the relevant authorities (Higher 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.**
2. Candidates may be required to sit for a written examination as part of the selection process.
3. 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 health institution where he is posted through his immediate supervisor for-
 - (i) motivating the population through home/sites of work visits, talks, group discussions to adopt lifestyles conducive to better health;
 - (ii) ensuring follow-up on patients in matters relating to community health;
 - (iii) providing support through health education or otherwise to health programmes, including family planning;

- (iv) carrying out simple examinations such as weighing and measuring height of patients, testing their eyesight, taking their pulse and temperature and testing their urine for sugar and albumen with the use of chemical reagents;
 - (v) carrying out community health surveys, whenever required, including cleanliness surveys among school children, for example, checking of nits and lice and finger nails;
 - (vi) providing assistance to health personnel in receiving, registering, ushering in and preparing patients for examination; and
 - (vii) keeping, whenever required, up to date records of activities relating to community health and reporting thereon.
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 Community Health Care Officer in the roles ascribed to him.

Note

Community Health Care Officers 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 – 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 **09.00 a.m. to 03.30 p.m. on weekdays and not later than 03.00 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 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 helpdesk 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 Public Service, Administrative and Institutional 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 Tuesday 22 September 2020**. Applications received after the specified closing date and time will **not** be considered.

Date: 09 September 2020

Public Service Commission
7, Louis Pasteur Street
FOREST SIDE