

Vacancy for Post of Blood Bank Officer
Ministry of Health and Wellness

Applications are invited from qualified officers of the Ministry of Health and Wellness who wish to be considered for appointment as Blood Bank Officer in the Ministry.

II. QUALIFICATIONS

By selection from among officers in the grade of Nursing Officer who reckon at least three years' service in a substantive capacity in the grade and who -

- (i) possess good interpersonal and communication skills; and
- (ii) have planning and organising abilities.

III. DUTIES AND SALARY

1. To be responsible to the Director, Laboratory Services and Deputy Director, Laboratory Services, through the Senior Blood Bank Officer in the National Blood Transfusion Service for -

- (a) registering blood donors and assessing donor suitability for blood donation which will include donor interview, filling of medical questionnaire, performing haemoglobin screening and taking blood pressure;
- (b) ensuring that information regarding donors are treated as 'confidential';
- (c) bleeding of blood donors;
- (d) performing under medical supervision -
 - (i) therapeutic bleeding on patients; and
 - (ii) all types of apheresis procedures including therapeutic plasma exchange.
- (e) preparing and sterilising equipment used in blood collection and bone marrow aspiration/biopsy procedures;
- (f) assembling and preparing all equipment and consumables for blood donation at mobile and fixed sites;
- (g) pre and post donation counselling of blood donors, donor recall and counselling of Transfusion Transmitted Infection (TTI) positive donors;
- (h) maintaining a donor panel for rare groups and specific procedures;

- (i) compiling relevant statistics pertaining to blood donation trends and blood donors;
 - (j) caring of donors having adverse reaction; and
 - (k) preparing of emergency kit and regular checking of expiry date of items used.
2. To assist Specialist/Senior Specialist in the field of Pathology in ward in performing bone marrow aspirations or biopsy.
 3. To take charge of inventory.
 4. To supervise subordinate staff.
 5. To provide assistance in implementing a total quality assurance in blood collection.
 6. To use ICT in the performance of his duties.
 7. 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 Blood Bank Officer in the roles ascribed to him.

Note

Blood Bank Officers will be required to work at staggered hours.

NOTE 1

The selected candidates will be appointed in a temporary capacity in the first instance and will be required to undergo on-the-job training in all aspects of the work of a Blood Bank Officer for a period of at least six months. On satisfactory completion of the training and on being favourably reported upon, they will be considered for appointment as Blood Bank Officer in a substantive capacity, as and when vacancies occur.

Appointment in a temporary capacity in the grade carries a flat salary of Rs 18, 825 a month.

The permanent and pensionable post carries salary in scale Rs 18,825 x 375 – 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 32,500 x 925 – 37,125 x 1,225 – 38,350 QB 39,575 x 1,225 – 40,800 a month.

NOTE 2

Blood Bank Officers who have obtained the National Diploma Level 6 in Nursing from a recognised institution will be allowed to progress beyond the Qualification Bar (QB) in the salary scale of the post.

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 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.
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 Wellness.
3. This circular together with the Application Form (PSC Form 7) are available on the website of the Public Service Commission at <https://psc.govmu.org>
4. Acknowledgement of applications will be made, as far as possible, by **e-mail**. Candidates are, therefore, advised to submit their e-mail address.
5. 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 candidate.**

V. CLOSING DATE

Application Forms should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side, **not later than 15 00 hours (local time) on Tuesday 28 September 2021.** Applications received after the specified closing date and time will **not** be considered.

Date: 08 September 2021

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