

MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 69 OF 2022

**Vacancies for Post of Health Care Assistant/
Senior Health Care Assistant (General)
Rodrigues Regional Assembly (Health)**

Applications are invited from qualified **Rodriguan** candidates who wish to be considered for appointment as Health Care Assistant/Senior Health Care Assistant (General) in the Rodrigues Regional Assembly (Health).

II. AGE LIMIT

Candidates, unless already in the Service, should not have reached their **45th** birthday by the closing date for the submission of applications.

III. QUALIFICATIONS

Candidates should possess a Cambridge School Certificate or Passes obtained on one certificate at the General Certificate of Education "Ordinary Level" 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

Selected candidates will be appointed in a temporary capacity in the first instance and will be required to undergo on-the-job training for a period of at least six months. On successful completion of the training, they will be considered for appointment as Health Care Assistant/Senior Health Care Assistant (General) in a substantive capacity.

NOTE

1. **The onus for the submission of 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 Equivalence Certificate, as appropriate, by the closing date.**
2. Candidates may be required to take part in a written examination.
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 carry out any activity in connection with personal hygiene and welfare of patients.
2. To make beds and special beds.
3. To shave patients before operation.
4. To serve meals to and feed patients.
5. To assist in giving care to incontinent and unconscious patients.
6. To care pressure areas of patients.
7. To give to and remove from patients sanitary utensils.
8. To clean and sterilise syringes, needles and dressing equipment.
9. To clean pharmacy box, medicine cupboard, dressing trolleys, and help nursing personnel in ensuring cleanliness and tidiness of wards and units, patients' lockers, linen cupboard, etc.
10. To prepare dressing materials for sterilisation.
11. To assist nursing personnel in nursing procedures.
12. To observe and report to the Nursing Officer any abnormality regarding stools, urine, vomitus, sputum and body excretion.
13. To collect urine, stools and sputum specimens for pathological examinations.
14. To accompany or escort patients to X-ray, Physiotherapy Section, Laboratory, Operation Theatre and any other department or hospital/health institutions.
15. To change nappies of infants and bathe, weigh and feed them.
16. To prepare umbilical cord ligatures.
17. To take physical measurements of persons being attended to by the health personnel.
18. To assist in the control of clean and soiled linen.
19. To help patients during post-operative ambulation.
20. To participate in group psychotherapy and health education as well as recreational activities oriented towards patients' welfare.
21. To ensure that patients' belongings are properly kept in appropriate places.
22. To help in the custodial care of patients.

23. To take to or bring from other departments any documents, specimens, drugs, etc., as requested by the Nursing Staff.
24. To usher in patients.
25. To help in last offices and accompanying corpses which are transferred from units/wards to mortuary.
26. To assist Nursing Officers in –
 - (i) checking blood pressure and vital signs; and
 - (ii) glucometer reading.
27. To participate in health education/counselling on physical exercise, HIV/AIDS, Diet and Nutrition.
28. To assist Blood Bank Officers in mobile blood collection.
29. To assist Dispensers in the dispensing of Ayurvedic medicine.
30. 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 Health Care Assistant/Senior Health Care Assistants (General) in the roles ascribed to them.

The permanent and pensionable post carries salary in scale Rs 17,045 x 260 – 17,825 x 275 – 18,925 x 300 – 19,525 x 325 – 21,475 x 375 – 22,225 x 400 – 23,425 x 525 – 26,050 x 675 – 27,400 x 825 – 35,650 x 900 – 37,450 x 950 – 38,400 a month.

Appointment in a temporary capacity in the grade carries a flat salary of Rs 17,045 a month.

Note

1. The Health Care Assistant/Senior Health Care Assistant (General), through his/her direct, and continuing contact and communication relationship with the patient and other colleagues, will be called upon to play an important role in the health team in assisting to create a happy and sane environment, provide health care and service support and solace in the clinical setting.
2. The Health Care Assistant/Senior Health Care Assistant (General) will be required to work on a shift system covering a 24-hour service during week-ends, on Public Holidays and officially declared cyclone days.

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

VI. CLOSING DATE

Application Forms should reach the Island Chief Executive, Chief Commissioner's Office, Port Mathurin, Rodrigues, **not later than 15 15 hours (local time) on Thursday 06 October 2022.** Application Forms received after the specified closing date and time will **not** be considered.

IMPORTANT

The post which falls under the Establishment of the Rodrigues Regional Assembly is restricted for service in Rodrigues only. Any request for transfer or promotion to any similar or other posts in Mauritius will not be considered at any stage from any person who is selected for appointment.

Date: 23 September 2022

Public Service Commission,
7, Louis Pasteur Street,
Forest Side,
MAURITIUS.