

# **PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 82 OF 2023**

## **Vacancies for Post of Specialised Health Care Assistant** **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 Specialised Health Care Assistant **in the field of Health Promotion** in the Ministry.

### **II. QUALIFICATIONS**

By selection from among officers in the grade of Health Care Assistant/Senior 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 field of Health Promotion and who -

- (i) possess good communication and interpersonal skills;
- (ii) are able to interact with people of different backgrounds; and
- (iii) 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 Assistant/Senior Health Care Assistant (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 20,500 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 - 39,350 a month.

#### **IV. MODE OF APPLICATION**

1. Qualified candidates should submit their application **electronically** via the website of the Public Service Commission at the following address:  
  
<https://psc.govmu.org>
2. Candidates are requested to follow the procedures that can be accessed through the "**How to Apply**" option on the above address.
3. Candidates **should** also submit a printed copy of their Application Form, **duly signed**, through the Senior Chief Executive, Ministry of Health and Wellness.
4. For queries regarding **Username and Password**, the Government Online Centre (GOC) may be contacted on the e-mail address **support@ncb.mu** or on phone number **454 9955**.

5. 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**.
6. Candidates are also advised to read carefully the **“NOTES AND INSTRUCTIONS FOR ONLINE APPLICATION (in response to PSC Circular Notes)”** 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.**

**V. CLOSING DATE**

Online Applications should be submitted **not later than 15 00 hours (local time) on Monday 23 October 2023**. Applications received after the specified closing date and time will **not** be considered.

**Date: 03 October 2023**

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