

MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 165 of 2023

Vacancies for Post of Health Records Clerk
Ministry of Health and Wellness

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

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 –

- A. (i) possess a Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings or
- (ii) possess Passes not below Grade C in at least five subjects including English Language, French and Mathematics or Principles of Accounts 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.

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. possess a Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level”.

OR

Equivalent qualifications to A and B above acceptable to the Public Service Commission.

- C. be computer literate.

NOTE

1. Candidates should produce written evidence of knowledge claimed.
2. **The onus for the submission of written evidence of knowledge claimed and equivalence of qualifications (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.**
3. Candidates may be required to take part in a written examination.
4. 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 Hospital/Division through the Senior Health Records Officer or Health Records Officer in the performance of the following duties –
 - (i) receiving and registering patients and providing patient-related information;
 - (ii) maintaining appropriate registers;
 - (iii) registering police and litigation cases;
 - (iv) keeping indices of patients, diseases, operations and procedures;
 - (v) preparing, initiating and producing health records;
 - (vi) pulling, sorting, filing, purging, repairing and weeding of medical records and ensuring that the medical records library is always neat and tidy;
 - (vii) filing of reports, x-ray films and other related documents in case-notes and ensuring same are complete, neat and tidy;
 - (viii) keeping an appropriate tracing system to control the movement of case-notes;
 - (ix) preparing out-patient clinics;
 - (x) booking appointments of patients;
 - (xi) collecting health statistics data;
 - (xii) collecting and compiling daily ward statements;

- (xiii) ensuring confidentiality of information including privacy and security during movement of documents; and
 - (xiv) ensuring proper customer care.
2. To assist higher officers of the Cadre in the performance of their medical records duties.
 3. To use ICT in the performance of his duties.
 4. 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 Health Records Clerk in the roles ascribed to him.

Note

Health Records Clerks will be required to work on shift, covering a 24-hour service including performance of night duty, on Saturdays, Sundays, Public Holidays, officially declared cyclone days and during emergencies.

The permanent and pensionable post carries salary in scale Rs 17,565 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 a month.

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. Candidates already in the service **should** submit their Application Form **in duplicate**, the original to be sent directly to the Secretary, Public Service Commission and the duplicate through their respective Supervising Officer/Responsible Officer.
3. 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>**
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.**

VI. 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 26 December 2023**. Application Forms received after the specified closing date and time will **not** be considered.

Date: 13 December 2023

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