

## **MAURITIUS PUBLIC SERVICE**

### **PUBLIC ADVERTISEMENT NO. 12 OF 2024**

#### **Vacancies for Post of Dental Assistant** **Ministry of Health and Wellness**

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

#### **II. AGE LIMIT**

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

#### **III. QUALIFICATIONS**

Candidates should –

- (i) possess a Cambridge School Certificate with credit in at least five subjects including English Language, French, Mathematics or Principles of Accounts and one Science subject obtained on one certificate or Passes not below Grade C in at least five subjects including English Language, French, Mathematics or Principles of Accounts and one Science subject 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.

- (ii) 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 Director, Dental Services through his immediate supervisor for –
  - (i) preparing and sterilising instruments, including infection control techniques, layout of equipment, instruments and materials for all dental procedures and maintaining an aseptic clinical environment;
  - (ii) receiving, registering and preparing patients before Dental Surgeon/Senior Dental Surgeon, Specialists Dental Services, Consultant-in-Charge Dental Services start treatment;
  - (iii) assisting at the chairside during all dental procedures, including patients' comfort;
  - (iv) preparing filling materials and materials for impressions;
  - (v) recording patient's instructions, referrals medication prescribed from the dentist's instructions and performing clerical work;
  - (vi) compiling and submitting simple statistics on work performed;
  - (vii) attending to the daily and weekly maintenance of equipment and apparatuses;
  - (viii) indenting, receiving and issuing drugs, instruments, materials and stores items;
  - (ix) disseminating oral health education to the public; and
  - (x) organising, supervising the work of subordinate staff in the Dental Unit.
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 Dental Assistant in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 16,525 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 – 34,825 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 Wednesday 13 March 2024.** Application Forms received after the specified closing date and time will **not** be considered.

**Date: 29 February 2024**

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