TRUST FUND FOR SPECIALISED MEDICAL CARE
CARDIAC CENTRE
Filling of Vacancy

The Trust Fund for Specialised Medical Care is inviting applications from suitably qualified candidates who wish to be considered for appointment as:

1) **Nursing Aid/ General Worker (Shift) (Ref: TFSMC/2020/04)**

I. **Age Limit**
Candidates, unless already in the Service, should not have reached their 40\textsuperscript{th} birthday by the closing date for the submission of applications.

II. **Qualifications:**

A. The Certificate of Primary Education or an equivalent qualification acceptable to the Board.
B. Proof of having read up to Form II.
C. Pleasant manners with good communication skills.
D. Proof of having worked in a health institution for at least 4 years.

III. **Duties:**

1. To assist medical/paramedical staff and nurses in providing care to patients.
2. To clean wards, bathrooms, sluice rooms, toilets, verandas, corridors, staircases and all utensils used in wards and to keep these clean and ready for use.
3. To remove from units all soiled linen and utensils.
4. To carry all soiled linen to linen room and to return clean linen in exchange.
5. To wash all soiled linen before dispatching to Dry Cleaners.
6. To carry stretches, wheelchairs, trolleys with or without patients from one unit to another, to and from the operating theatre, outpatient clinics and X-Ray departments, laboratory or to any other department of the Cardiac Centre.
7. To remove dead bodies from wards to mortuary.
8. To carry all foodstuffs and stores from kitchens and store rooms to the wards and to hand them over to the Specialised Head Nurse or delegated person in charge.
9. To carry drugs and medicines from pharmacy to wards and vice-versa, whenever required.
10. To carry messages or specimens, whenever required.
11. 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 Nursing Aid in the roles ascribed to him.
Note:

Nursing Aid will be required to work on a shift system covering a 24-hours service including Sundays, Public Holidays and officially declared cyclone days.

IV. SALARY: Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200

1) Handy Worker (Shift) (Ref: TFSMC/2020/05)

I. Age Limit

Candidates, unless already in the Service, should not have reached their 48th birthday by the closing date for the submission of applications.

II. Qualifications:

A. The Certificate of Primary Education
B. Pleasant manners and good communication skills.

III. Duties:

1. To clean offices, wards, bathrooms, cloakrooms, sluice rooms, toilets, drains, gutters, verandas, corridors, staircases, etc.
2. To clean medical equipment.
3. To wash all soiled linen before dispatching to Dry Cleaners.
4. To sew and mend linen and clothing items.
5. To mow and upkeep grounds.
6. To paint and upkeep infrastructure.
7. To carry out simple maintenance duties.
8. To open and close gates and to control entry traffic.
9. To destroy and dispose of pests and waste.
10. To perform duties such as:-
   (i) Running errands
   (ii) Despatch of correspondence; and
   (iii) Attending the reception counter, directing visitors and keeping Visitor’s Book.
11. To perform such cognate duties as may be assigned.

IV. SALARY: Rs 11710 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 - 19200

Note:

Handy Worker(Shift) will be required to work on a shift system covering a 24-hours service including Sundays, Public Holidays and officially declared cyclone days.
Mode of Application

Candidates should submit their applications on the prescribed Form A (available at the Cardiac Centre and on the Website of the Ministry of Health and Wellness) together with photocopies of all certificates and supporting documents. Applications bearing appropriate reference in the top left-hand corner of the envelope, through registered post, should reach the Officer in Charge, Trust Fund for Specialised Medical Care, Cardiac Centre, DDY Complex Pamplemousses, not later than 02 April 2020 by 15.00 PM.

The Trust Fund for Specialised Medical Care, Cardiac Centre reserves the right to convene only the best qualified candidates for interview.

Note:

(i) The Trust Fund for Specialised Medical Care reserves its rights not to make any appointment as a result of this exercise.
(ii) Only the best qualified candidates will be considered for interview.
(iii) Late/incomplete applications or applications not made on the prescribed application form will not be considered.
(iv) Application for each post should be done on separate application form.
(v) Inaccurate or incomplete filling of the application form or non-submission of photocopies of required certificates may entail elimination of the applicant.
(vi) Candidates who have previously applied for the post should above should submit fresh applications.

Trust Fund for Specialised Medical Care
Cardiac Centre, DDY Complex
Pamplemousses
Mauritius
Phone No: (230) 2438220/2438110

Date: 13 March 2020