

TRUST FUND FOR SPECIALISED MEDICAL CARE - CARDIAC CENTRE
Vacancy

Applications are invited from suitably qualified candidates who wish to be considered for appointment as:

SAFETY AND HEALTH OFFICER (PART-TIME)

I. AGE LIMIT:

Candidates, unless already in the Service, should not have reached their **40th** birthday by the closing date for the submission of applications.

II. QUALIFICATIONS:

A. A diploma in Occupational Health and Safety or Occupational Safety and Health Management from a recognised institution or an equivalent qualification acceptable to the Trust Fund for Specialised Medical Care.

B. Candidates should -

- (i) Possess sound communication and interpersonal skills; and
- (ii) Be computer literate.

Candidates should produce written evidence of knowledge claimed.

III. DUTIES:

1. To be responsible to the Executive Director and the Director Cardiac Services for the performance of the following duties -
 - (a) To inspect all places of work within the Trust Fund for Specialised Medical Care, assess all risks and make recommendations thereon;
 - (b) To facilitate compliance with legislation related to occupational safety and health in the Trust Fund for Specialised Medical Care;
 - (c) To assist in -
 - (i) the preparation, elaboration and implementation of plans to maintain adequate safety and health measures;
 - (ii) the formulation of policies relating to safety and health; and
 - (iii) ensuring that appropriate mechanism for the effective planning, organising, controlling, monitoring and reviewing of preventive and protective measures are established.
 - (d) To advise on the selection of personal protective equipment and any other safety related items;
 - (e) To act as secretary to safety and health committees, as and when required;
 - (f) To report regularly to the Executive Director and the Director Cardiac Services through the Administrative Secretary on progress in the implementation of

projects/programmes for enhancing work environment;

- (g) To report on safety and health matters to the Administrative Secretary on a regular basis; and
 - (h) To perform such other duties as provided for in the Occupational Safety and Health Act and any other relevant legislation.
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 Safety and Health Officer in the roles ascribed to him.

IV. SALARY:

Rs 21150

V. MODE OF APPLICATION:

Candidates should submit their application on the Prescribed Form available along with relevant copies of Professional Certificates/relevant certificates to the under-mentioned address in hard copy **by registered post not later than 1500 hours on Thursday 09 June 2022.**

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 application or application not made on the prescribed application form will not be considered.
- (iv) Inaccurate or incomplete filling of the application form or non-submission of photocopies of required certificates may entail elimination of the applicant.
- (v) The applicants should submit their Certificate of Character together with the application form.

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

Date: 20 May 2022