

# **MINISTRY OF HEALTH AND WELLNESS**

*MHC/APT/ INSO V<sub>2</sub>*

## **Ministry of Health and Wellness Circular Letter No. 04 of 2023**

**From : Senior Chief Executive, Ministry of Health and Wellness**

**To : Heads of Divisions/Sections**

### **Vacancies for the post of Insecticide Sprayer Operator in the Ministry of Health and Wellness**

Applications are invited from qualified employees on the permanent and pensionable establishment of the Ministry of Health and Wellness who wish to be considered for appointment as **Insecticide Sprayer Operator**.

#### **II. Qualifications**

- (a) Candidates should be holder of the Primary School Leaving Certificate/Certificate of Primary Education or an alternative qualification acceptable to the Public Service Commission;
- (b) They should be of strong physique and enjoy a sound health; and
- (c) They should be polite and courteous while dealing with the public.

- Note:**
- (i) Selected candidates will be required to undergo a medical examination to determine their fitness for the job; and
  - (ii) Those who have previous experience of insecticide spraying work, though not holding the qualifications at (a) above, may be considered for appointment as Insecticide Sprayer Operator.

#### **III. Duties**

1. Preparing, filling and mixing insecticides and their solvents for the purpose of spraying, larviciding, disinsectisation, disinfection, fumigation and fogging;
2. Loading and unloading of apparatuses and other equipment used for the purpose of spraying, larviciding, disinsectisation, disinfection, fumigation and fogging;
3. Carrying out spraying of houses and other structures and taking due care for the protection of furniture, etc;
4. Carrying out disinsectisation and disinfection taking due care for the protection of furniture, etc;
5. Performing larviciding on breeding places for mosquitoes including roof tops;
6. Carrying out fumigation, preparing and sealing of ships, planes and any other premises prior to fumigation, taking due care for the protection of furniture, weighing gas cylinders, etc;

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7. Maintaining and taking proper care and doing minor repairs of all apparatuses and other equipment used in the process of their duties;
8. Carrying out disinfection in cases of exhumation of dead bodies and waste water overflow whenever required; and
9. Performing such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from Insecticide Sprayer Operators in the roles ascribed to them.

#### IV. Salary

The permanent and pensionable post carries salary in the scale of Rs 14,725 x 250 – 15,225 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 – 23,950.

The selected candidates will be appointed in a temporary capacity in the first instance, for a period of six months and will draw a flat salary of Rs 14,725 a month. However, employees drawing higher salaries will retain the salaries of their substantive posts, where applicable. Consideration will, thereafter, be given for their appointment as **Insecticide Sprayer Operator in a substantive capacity subject to:-**

- (a) **vacancies in the grade; and**
- (b) **their being favourably reported upon by their respective Heads of Divisions/Sections**

#### V. MODE OF APPLICATION

- a. Qualified candidates should submit their application on prescribed forms which may be obtained **either** from the Hospital Executive Assistant's Office **or** the Human Resource (HR) Sections of the Regional Hospitals **or** the Human Resource Section (A) of the Ministry of Health and Wellness, Level 5, Emmanuel Anquetil Building, Port Louis, or from the website of the Ministry at **<http://health.govmu.org>**
- b. **Candidates should submit their application form in duplicate. The original to be sent directly to the Senior Chief Executive, Ministry of Health and Wellness and the duplicate, through their respective Head of Divisions/Sections and the Human Resource Section of their respective region.**
- c. 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 applicant.**
- d. The originals of birth and qualification certificates should **not** be submitted with applications, but applicants should produce same as and when called upon to do so. **Applications not made on the prescribed form will not be considered.**

#### VI. CLOSING DATE

Application Forms should reach the Senior Chief Executive (Attention Human Resource Section A), Ministry of Health and Wellness, 5<sup>th</sup> Floor, Emmanuel Anquetil Building, Port Louis not later than **3.30 p.m on Tuesday 07 March 2023. Applications received after the closing date will not be considered.**

- VII. When transmitting Applications Forms, Heads of Divisions/Sections/Human Resource Section of the respective region should:-

- (a) verify all documents and evidence in respect of information given under any of the headings at Part I of the application forms; and
- (b) complete **Part II** of the application form of each applicant of their respective Divisions/Sections and sign the last part of the application form certifying the correctness of the particulars recorded therein. The duplicate form should be submitted to the Human Resource Section within **one week** after the closing date.
- (c) **The Human Resource Section of Regional Hospitals should verify the duplicate copy and complete Part III before submitting any application to the Senior Chief Executive (Attention Human Resource Section A), Ministry of Health and Wellness, 5<sup>th</sup> Floor, Emmanuel Anquetil Building, Port Louis within fifteen days after the closing date.**

**VIII. Head of Sections/Divisions should ensure that the contents of this Circular are brought to the attention of all eligible employees including those on leave.**

**Date: 15 February 2023**

**Ministry of Health and Wellness  
5<sup>th</sup> Floor Emmanuel Anquetil Building  
Port Louis**

*Copy to: Regional Health Services Administrators, JH, SSRNH, Dr BCH, JNH and VH  
Chief Hospital Administrator  
Hospital Administrator, All Hospitals  
Manager, Human Resources, JH, SSRNH, Dr BCH, JNH and VH  
File "Circular"*



**MINISTRY OF HEALTH AND WELLNESS**

**Part I**

1. **Post applied for:** .....
2. **Date of advertisement:** .....
3. **Surname** *(in block letters)*: .....
4. **Other names:** .....
5. **Maiden Name** *(if applicable)*: .....
6. **Title:** Mr  Mrs  Miss  *(Tick as appropriate)*
7. **Date of Birth:** ..... 8. **Age:** .....
9. **National Identity No.:** .....
10. **Telephone No.:** Res: ..... Mobile: .....
11. **Residential Address** *(in block letters)*: .....
12. **Place of work:** .....
13. **Date joined service:** ..... as .....
14. **Date transferred to PPE:** .....
15. **Present Job Title:** .....
16. **Date of Present Appointment:** .....
17. **Previous Appointment held in the Government Service and Capacity:**

<i>Appointment</i>	<i>From</i>	<i>To</i>	<i>Ministry/Department</i>

18. **Qualifications:**

(a) **Detailed Results**

<i>C.P.E/PSLC Year.....</i>		<i>School Certificate Year.....</i>		<i>GCE 'O' Level Year.....</i>	
<i>Subjects</i>	<i>Grade</i>	<i>Subjects</i>	<i>Grade</i>	<i>Subjects</i>	<i>Grade</i>

**Note:** Please attach copies of birth and educational certificates.

(b) **Any other qualifications/experience: (e.g actingship):**

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19. (a) **Have you been the subject of an investigation/enquiry for any offence during the last 10 years?**

Answer Yes or No .....If Yes, indicate nature of offence and date of outcome.

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(b) **Have you ever been prosecuted before a court of law for any offence AND subsequently found guilty during the last 10 years?**

Answer Yes or No .....If Yes, give details (court, charge, date of judgement and sentence – e.g imprisonment, fine, caution or conditional discharge):-

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Date:.....

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*Signature of Applicant*

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**Part II**

**To be filled in by Head of Division/Section/Unit concerned**

(i) **Record of sick leave during the following years:**

2020:..... 2021:..... 2022:.....

**Record of unauthorised absence during the following years:**

2020:..... 2021:..... 2022:.....

(ii) **Report on applicant:**

Work: ..... Conduct: ..... Attendance: .....

(iii) **Comments, if any, on experience claimed and any other remarks:**

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Date:.....

.....

*Signature*

*Name (in full):* .....

*Designation:* .....

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**Part III**

**To be filled by an officer not below the rank of Human Resource Executive in the Human Resource Section of the Regional Hospitals where the applicant is posted**

**(i) Whether officer has been subject to disciplinary action for the past ten years. If in the affirmative, please give details:**

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**(ii) Whether the officer was / or is subject to police enquiry for any offence. If in the affirmative, please give details:**

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**(iii) Overall Score of Performance obtained according to the Performance Appraisal Form during the past 3 years:**

<i>Year</i>	<i>Rating</i>	<i>Year</i>	<i>Rating</i>	<i>Year</i>	<i>Rating</i>
<i>2019/2020</i>		<i>2020/2021</i>		<i>2021/2022</i>	

I certify that particulars under Parts I, II and III have been verified and found correct.

*Date:*.....

.....

*Signature*

*Name (in full):* .....

*Designation:* .....

