

TRUST FUND FOR SPECIALISED MEDICAL CARE – CARDIAC CENTRE
Filling of Vacancies, Enlistment and Expression of Interest

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

➤ **Appointment and Enlistment as:**

1) CARDIAC ANAESTHETIST (On Establishment)

I. AGE LIMIT:

Candidates, unless already in the Service, should not have reached their **50th birthday** by the closing date for the submission of applications.

II. QUALIFICATIONS:

- A. A medical degree or diploma and full registration as a Medical Practitioner in accordance with legislation in force in Mauritius; and
- B. A registration with Medical Council of Mauritius as Specialist in Anaesthesia
- C. Candidates should have **3 years'** experience in their appropriate field of Speciality
- D. An equivalent qualification acceptable to the Trust Fund for Specialised Medical Care.

III. DUTIES:

To be responsible to the Director Cardiac Services of the Cardiac Centre for:-

- 1. providing anaesthetist services of professional calibre during surgical and other interventions/procedures in cardiac surgery;
- 2. organising and participating in research and training activities in his/her area of the professional specialisation;
- 3. assisting in the preparation of the technical and professional aspects of the corporate strategy for the development of specialised medical care in the context of medium and long term planning paying attention to the existing constraints; and
- 4. To perform such other duties directly related to the main listed above or related to the delivery of the output and results expected from the Cardiac Anaesthetist in the roles ascribed to them.

NOTE:

- (i) The incumbent is required to be on call at night, during weekends and on public Holidays. He may also be required to work long hours at any time during the day or night.

IV. SALARY:

The permanent and pensionable post carries salary in the scale of **Rs 68,000 x 1800 - 69,800 x 2000 - 75,800 x 2150 - 82,250 x 3000 – 88,250 x 3125 – 110,125.**

2) SPECIALISED REGISTERED MEDICAL OFFICER (On Establishment)

I. AGE LIMIT:

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

II. QUALIFICATIONS:

- A. (i) A medical degree or diploma and full registration as a Medical Practitioner in accordance with legislation in force in Mauritius.
- B. At least five years' experience as Medical Practitioner of which at least two years should be in Cardiac Surgery.

III. DUTIES:

To be responsible to the Director of the Cardiac Centre -

- 1. Performing specialised clinical duties; and
- 2. Providing specialised medical coverage at night, during weekends and on public holidays and whenever necessary.
- 3. To perform such other duties directly related to the main listed above or related to the delivery of the output and results expected from the Specialised Registered Medical Officer in the roles ascribed to them.

NOTE:

- (i) The incumbent may be required to perform night duties including Sundays, Public Holidays and officially declared cyclone days.

IV. SALARY:

The permanent and pensionable post carries salary in a scale of **Rs 47,675 x 1575 – 49,250 x 1650 – 54,200 x 1700 – 64,400 x 1800 – 69,800 x 2000 – 75,800 x 2150 – 82,250 x 3000 – 88,250 x 3125 – 91,375.**

3) TRAINEE SPECIALISED REGISTERED MEDICAL OFFICER (On Establishment)

AGE LIMIT:

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

II. QUALIFICATIONS:

- A. (i) A medical degree or diploma and full registration as a Medical Practitioner in accordance with legislation in force in Mauritius.
- B. At least three years' experience as Medical Practitioner.

III. DUTIES:

To be responsible to the Director of the Cardiac Centre for:

- 1. Performing clinical duties;
- 2. Providing medical coverage at night, during weekends and on public holidays and whenever necessary; and
- 3. Performing such other duties directly related to the main listed above or related to the delivery of the output and results expected from the Trainee Specialised Registered Medical Officer in the roles ascribed to them.

NOTE:

- (i) The incumbent may be required to perform night duties including Sundays, Public Holidays and officially declared cyclone days.
- (ii) The incumbent will have to undergo on the job training for period of two years. Upon completion of the two years traineeship the incumbent will be appointed as Specialised Registered Medical Officer.
- (iii) The incumbent would have to enter into a bond to serve the Cardiac Centre for a period of three years after the training period.

IV. SALARY:

The permanent and pensionable post carries salary in a scale of **Rs 47,675 x 1575 – 49,250 x 1650 – 54,200 x 1700 – 64,400 x 1800 – 69,800 x 2000 – 75,800 x 2150 – 82,250 x 3000 – 88,250 x 3125 – 91,375.**

4) TRAINEE SPECIALISED NURSING OFFICER (Enlistment)

I. AGE LIMIT:

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

II. QUALIFICATIONS:

A General Certificate of Nursing awarded by the Ministry of Health and Wellness,
OR
Any Nursing Diploma recognized by the Nursing Council of Mauritius.

III. TRAINING:

On enlistment, Trainee Specialised Nursing Officers will be required to undergo on-the-job training for a period of at least three years.

On successful completion of the training, Trainee Specialised Nursing Officers will be eligible for appointment as Specialised Nursing Officers as and when vacancies occur.

IV. DUTIES:

While under training, Trainee Specialised Nursing Officers will be required -

1. To ensure that: -

- (i) the highest standard of nursing care is maintained at all times under supervision;
- (ii) all relevant information regarding the patients' care is communicated to the Head Nurse and other disciplines as necessary and is correctly documented;
- (iii) the patient confidentiality is maintained at all times;
- (iv) safe custody and administration of all drugs in accordance with Trust procedure and the requirements of the Dangerous Drug Act are exercised;
- (v) economic use of all resources is made; and
- (vi) all equipment are kept in good working order.

2. To assist and cooperate with other disciplines and other wards/units in the total care of patients.

3. To assist in the admission of new patients and transfer of patients to other wards in the unit.

4. To report all accidents and untoward incidents to the Head Nurse.

5. To perform such other duties directly related to the main listed above or related to the delivery of the output and results expected from the Trainee Specialised Nursing Officer in the roles ascribed to them.

V. SALARY:

The permanent and pensionable post carries salary in the scale of **Rs 20,825 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 x 950 – 41,250 QB 42,200 x 1300 – 44,800.**

5) CLERICAL OFFICER/ HIGHER CLERICAL OFFICER (On Establishment)

I. AGE LIMIT:

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

II. QUALIFICATIONS:

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**

Passes not below Grade ‘C’ in at least five subjects including English Language, French and Mathematics or Principle of Accounts obtained at not more than two sittings at the General Certificate of Education ‘Ordinary Level’ ‘or an equivalent qualification acceptable to the Board.

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. 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 Board of Trustees.

Candidates should be computer literate.

III. DUTIES:

1. To perform duties of a clerical nature such as:
 - a) The preparation, scrutiny and processing of straightforward documents, records, etc;
 - b) The preparation of simple documents subject to check;

- c) Arithmetical work;
 - d) Registry work
 - e) Simple finance, establishment and stores work under supervision;
 - f) The drafting of replies to simple correspondence.
2. To perform simple computer/data processing work.
 3. To operate modern office equipment such as telefax machine, electronic photocopying machine, etc.
 4. To deal with members of the public as and when required.
 5. To carry out simple research work in connection with official documents.
 6. To keep records regarding documents, books, magazines etc. of the Fund and to assist users by providing relevant information whenever required.
 7. To perform such other duties directly related to the main listed above or related to the delivery of the output and results expected from Clerical Officer in the roles ascribed to him/her.

IV. SALARY:

The permanent and pensionable post carries salary in a scale of **Rs 16,785 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.**

6) NURSING AID (SHIFT) (On Establishment)

I. AGE LIMIT:

Candidates, unless already in the Service, should not have reached their **45th** 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 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:

The permanent and pensionable post carries salary in a scale of **Rs 15,745 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.**

➤ Expression of Interest for candidates who wish to be appointed on a Contract of Employment basis

1) PHARMACY TECHNICIAN (On a month to month basis)

I. Qualifications:

- By appointment from Trainee Pharmacy Technician who have successfully completed the training; and
- Among retired Pharmacy Technicians.

III. Duties:

1. To component drugs, medicines and prepare sterile pharmaceutical products
2. To dispense drugs and medicines at the Health Institution and give full directions for the use thereof.
3. To order, receive and issue drugs, medicines, sera, vaccines, sterile products ingredients, surgical dressing and keep records thereof.
4. To open and close the dispensing section of the institution.
5. To ensure general tidiness and cleanliness.
6. To submit returns as required.

7. To perform such other cognate duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Trainee Pharmacy Technician in the roles ascribed to him.

Note:

Pharmacy Technician will be required to work on a shift system including week-ends and Public Holidays.

IV. SALARY: Negotiable in the range of **Rs 19,225 – Rs 44,800**

2) MANAGER PROCUREMENT AND SUPPLY (For a six months' period)

I. Terms and Condition of Employment:

By selection from among retired public officers who held previous substantive appointment as:

(a) Manager Procurement and Supply

Or

(b) At least two years' substantive appointment as Assistant Manager Procurement and Supply

Or

(c) At least four years' substantive appointment as Principal Procurement and Supply Officer in the Public Service

II. DUTIES:

To be responsible to the Executive Director through the Administrative Secretary of the Cardiac Centre for the technical aspect of their duties:-

- (i) To organize, supervise and manage procurement and supply operations in the Trust Fund,
- (ii) To advise the Executive Director and the Administrative Secretary on matters related to procurement and supply management with due regards to economy , efficiency and effectiveness and in compliance with the relevant provisions laid down in the Financial Management Kit and regulations in force as appropriate,
- (iii) To flag non-compliance and misinterpretation of existing rules and regulations to the Executive Director and Administrative Secretary,
- (iv) To keep under constraint review the organizational set up, systems and procedures and advise on necessary amendments to be brought to improve delivery of services,
- (v) To organize and provide training to support staff and other officers in

- procurement, supply and stock control duties
- (vi) To establish proper systems of control and ensure that adequate security and proper records are maintained
 - (vii) To carry out and /or to assist the Executive Director and Administrative Secretary in the appraisal and review organizational set up, systems and procedures related to supply operations in the TFSMC and to make necessary recommendations,
 - (viii) To use ICT in the performance of duties,
 - (ix) To perform such other duties directly related to the main listed above or related to the delivery of the output and results expected from the Specialised Registered Medical Officer in the roles ascribed to them.

III. SALARY: Negotiable in the range of Rs 42,200 to Rs 69,800.

For details of advertisement and Application Form, please visit the web site of the Ministry of Health and Wellness on health.govmu.org and the website of the Trust Fund for Specialised Medical Care on cardiaccentre.govmu.org

Mode of Application:

Candidates should submit their applications to the addressee below on the Prescribed Form available at the Reception Counter 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 Monday 15th January 2024.**

All applications should bear the reference number in the top left hand corner of the envelope.

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) Late/incomplete applications or applications not made on the prescribed application form will not be considered.
- (iii) Inaccurate or incomplete filling of the application form or non-submission of photocopies of required certificates may entail elimination of the applicant.

**Trust Fund for Specialised Medical Care
Cardiac Centre
Pamplemousses
Mauritius
Phone No: (230) 2438220/2438110
Fax: (230) 2438384**

Date: 26th December 2023