

MINISTRY OF HEALTH AND WELLNESS

Circular No. 04 of 2024

Vacancies for the post of Handy Worker (Special Class)

Applications are invited from qualified employees on the permanent and pensionable establishment of the Ministry who wish to be considered for appointment as **Handy Worker (Special Class)** in the Ministry of Health and Wellness.

II. QUALIFICATIONS

By selection from among employees on the permanent and pensionable establishment of the Ministry who: -

- (a) possess the Certificate of Primary Education; and
- (b) are capable of dealing efficiently with members of the public.

Note:

In the absence of candidates possessing the qualification at (a) above, consideration will be given to candidates who can show proof of being literate.

III. DUTIES

1. To clean and upkeep all areas and sections of the health institutions including yards, floors, walls, windows, glass panes (internal and external), staircases, corridors, bathrooms, toilets and sluice rooms.
2. To clean crockery, bottles, utensils, instruments and other items in use at the health institutions.
3. To carry drugs, medicines, linen and other requirements from one health institution to another.
4. To carry stretchers, wheelchairs and trolleys with or without patients and attend to the needs of patients.
5. To carry containers, kits and other items to and from delivery vans, storerooms and distribution points.
6. To carry specimens to laboratories, other institutions/sections of the Ministry and go on official errands.
7. To carry messages, answer telephone calls, and to take and transmit messages.
8. To assist in the receipt and distribution of commodities.
9. To dispose of domestic and clinical wastes and other items as directed.
10. To perform any unskilled manual work, as 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 Handy Worker (Special Class) in the roles ascribed to him.

IV. SALARY

The permanent and pensionable post carries salary in the scale of **Rs 14,225 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 – 23,025** a month plus salary compensation at approved rates.

The selected candidates will be, in the first instance, appointed in a temporary capacity for a period of six months and will draw a flat salary of Rs 14,225 a month plus salary compensation, at approved rates. However, employees drawing higher salaries will retain the salaries of their substantive posts, where applicable. Consideration will, thereafter, be given for their appointment as **Handy Worker (Special Class) in a substantive capacity subject to:**

- (a) **vacancies in the grade; and**
- (b) **they being favourably reported upon by their respective Head 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 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 <https://health.govmu.org/health>.
- 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 before the closing date and the duplicate, through their respective Head of Divisions/Sections and Human Resource Section of their respective region, within a week of the closing date.**

VI. IMPORTANT

- a. 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.**
- b. Applications **not** made on the Prescribed Form will not be accepted.
- c. The originals of Birth and Educational qualification certificates should **not** be submitted with applications, but applicants should produce same as and when called upon to do so.
- d. **Head of Sections/Divisions should ensure that the contents of this Circular are brought to the attention of all eligible employees and that, in the case of employees who are overseas or on leave, a copy of the Circular together with the Application Forms, are despatched to these employees on the very day on which the Circular is issued.**

VII. CLOSING DATE

Application Forms should reach the Senior Chief Executive (Attention Human Resource Section A), Ministry of Health and Wellness, 5th Floor, Emmanuel Anquetil Building, Port Louis not later than **3.30 p.m on Wednesday 12 June 2024. Applications Forms received after the closing date will not be considered.** The onus for the prompt submission of applications, so that they reach within the prescribed date rests solely on applicants.

VIII. When transmitting **duplicate of the **Applications Forms**:-**

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

Date: Thursday 23 May 2024

**Ministry of Health and Wellness
5th Floor Emmanuel Anquetil Building
Port Louis**