

MINISTRY OF HEALTH AND WELLNESS

Circular No. 05 of 2024

Vacancies for the post of Ambulance Driver (on shift)

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

II. QUALIFICATIONS

By selection from among employees in the grades of Driver (Heavy vehicles above 5 tonnes), Driver (on shift) and Driver (Ordinary vehicles up to 5 tonnes) on the permanent and pensionable establishment of the Ministry and who have good eyesight.

NOTE 1

Selected candidates will be required to –

- (i) undergo a medical test to be carried out by the Ministry of Health and Wellness to assess their eyesight; and
- (ii) obtain a service driving licence (manual gear).

NOTE 2

Selected candidates will be appointed in a temporary capacity in the first instance and will be required to follow a course in First Aid, as approved and arranged by the Ministry of Health and Wellness. On satisfactory completion of the course and upon being favourably reported, they will be considered for appointment as Ambulance Driver (on shift) in a substantive capacity.

III. DUTIES

1. To drive an ambulance proficiently.
2. To ensure that –
3.
 - (a) a logbook, as required, is maintained in respect of his ambulance; and
 - (b) the vehicle is in good running order and to report any defect to the officer in charge of the Transport Section.
3. To carry out simple checks/maintenance tasks including –
 - (a) checking of radiator or overflow tank for water level and filling up with water, if necessary;
 - (b) checking of engine oil-level and topping up, if necessary, and reporting any unusual oil consumption;
 - (c) checking of fluid levels of brake master cylinder and clutch master cylinder and topping up, if necessary;
 - (d) checking of wheel nuts for wheel tightness and checking of all wheels including spare wheel for the tyre pressure and uneven/abnormal wear;
 - (e) monitoring mileage run/period vehicle is used, and inform the officer in charge of transport when servicing is due;

- (f) washing and cleaning the vehicle's body and interiors;
 - (g) ensuring that the interior of the vehicle is kept clean at all times and free of dust;
 - (h) checking of battery electrolyte level and topping up, as and when necessary; and
 - (i) checking of all lights, horn, wipers, brake and clutch to ensure that they are in good working condition.
4. To effect minor repairs to his ambulance e.g changing of spare wheel in case of breakdown and puncture.
 5. To help, as and when required, the mechanics when his ambulance is under repair.
 6. To administer first aid to the injured, when necessary before conveyance to the ambulance.
 7. To assist, whenever required, in the conveyance of patients to and from an ambulance.
 8. To ensure the security of all equipment in the ambulance including the Global Positioning System (GPS) Sirene, Public Address System and lightbar modules including the driver token allocated to him.
 9. 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 Ambulance Driver (on shift) in the roles ascribed to him.

NOTE

1. Ambulance Drivers (on shift) will be required to work on a shift system covering a 24-hour service including Saturdays, Sundays, Public Holidays and officially declared cyclone days.
2. Ambulance Drivers (on shift) should abide by the provisions of the Financial Management Kit concerning responsibilities of a Driver for his vehicle.

IV. SALARY

The permanent and pensionable post carries salary in the scale of **Rs 17,565 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 – 30,700** 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 17,565 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 his appointment as **Ambulance Driver (on shift) in a substantive capacity subject to:-**

- (a) **vacancies arising in the grade;**
- (b) **satisfactory completion of the course in First Aid; and**
- (c) **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 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 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 Monday 08 July 2024. Application 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 **Application Form**:-

- 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: Tuesday 18 June 2024

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