

TRUST FUND FOR SPECIALISED MEDICAL CARE - CARDIAC CENTRE

Filling of Vacancies and Expression of Interest

REF: 2024/01

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

➤ **Appointment as:**

1. HEALTH RECORDS CLERK

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:

(i) 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

(ii) Passes not below Grade C in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings at the General Certificate of Education "Ordinary Level" provided that at one of the sittings, passes have been obtained either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject.

III. 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.

C. Candidates should be computer literate.

Candidates should produce written evidence of knowledge claimed.

IV. DUTIES:

To be responsible to the Executive Director through the Director Cardiac Services, Administrative Secretary and the Senior Health Records Officer in the performance of the following duties:–

- (i) receiving and registering patients and providing patient-related information;
- (ii) maintaining appropriate registers;
- (iii) registering police and litigation cases;
- (iv) keeping indices of patients, diseases, operations and procedures;
- (v) preparing, initiating and producing health records;
- (vi) pulling, sorting, filing, purging, repairing and weeding of medical records and ensuring that the medical records library is always neat and tidy;
- (vii) filing of reports, X-ray films and other related documents in case-notes and ensuring same are complete, neat and tidy;
- (viii) keeping an appropriate tracing system to control the movement of case-notes;
- (ix) preparing out-patient clinics;
- (x) booking appointments of patients;
- (xi) collecting health statistics data;
- (xii) collecting and compiling daily ward statements;
- (xiii) ensuring confidentiality of information including privacy and security during movement of documents;
- (xiv) ensuring proper customer care; and
- (xv) arranging transport of patients including the filing of logbook.

2. To assist higher officers of the cadre in the performance of their health records duties.

3. To use ICT in the performance of his duties.

4. 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 Health Records Clerk in the roles ascribed to him.

Note: Health Records Clerks will be required to work on shift, covering a 24- hour service including performance of night duty, on Saturdays, Sundays, Public Holidays and officially declared cyclone days and during emergencies.

V. SALARY:

The permanent and pensionable post carries salary in a scale of **Rs 17565 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 – 37450**

2. PROCUREMENT AND SUPPLY OFFICER

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:

Appointment should be made from candidate possessing:

A. A Cambridge Higher School Certificate;

And

B. A Certificate in Procurement and Supply Management or a Certificate in Purchasing and Supply Management from a recognised institution.

Equivalent qualifications to A and B above are acceptable to the Board of Trustees.

And

C. Reckoning at least four years' experience in Procurement and Supply Management.

D. Candidates should be computer literate.

Candidates should produce written evidence of knowledge claimed.

E. Candidates should:

(i) be conversant with Procurement and Supply Management including basic principles in Procurement, Supply and Warehouse Operations and any other relevant financial and supplies regulations.

(ii) have good interpersonal and communication skills; and

(iii) have initiative and judgement in problem solving.

III. DUTIES:

1. To be responsible to the Executive Director through the Administrative Secretary for the technical aspects of their duties.

2. To flag non-compliance and misinterpretation of existing rules and regulations to the Executive Director through the Administrative Secretary.
3. To organise and manage procurement and supply activities or to assist in such activities at the Trust Fund.
4. To perform procurement, warehousing and stock control duties in compliance with the provisions laid down in the Financial Management Kit and regulations made under the Public Procurement Act and other regulations in force as appropriate.
5. To assist the Executive Director in the appraisal and review exercises related to procurement, supply and warehousing operations.
6. To use ICT in the performance of his/her duties.
7. 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 Procurement and Supply Officer in the roles ascribed to him/her.

VI. SALARY:

The permanent and pensionable post carries salary in a scale of **Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 – 43500.**

3. ACCOUNTING TECHNICIAN

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. A Cambridge Higher School Certificate with a pass at "Principal Level" at least two subjects in Mathematics or Accounting or Passes in at least two subjects including Mathematics or Accounting obtained on one certificate at the General Certificate of Education "Advanced Level".

B. Passes in Papers F1, F2 and F3 of the ACCA Fundamentals (Knowledge) and in at least four papers of the ACCA Fundamentals (Skills)

OR

Equivalent qualifications to A and B above acceptable to the Trust Fund.

C. Candidates should –

- (i) have good knowledge of government financial and accounting procedures;

- (ii) possess analytical, communication and interpersonal skills; and
- (iii) be computer literate and be fully conversant with computerised accounting systems.

NOTE:

Accounting Technicians who have successfully completed all papers of ACCA Fundamentals skills or who possess an equivalent qualification acceptable to the Trust Fund will be allowed to progress beyond the qualification bar (QB) provided in the salary scale for the post.

Candidates should produce written evidence of knowledge claimed.

III. DUTIES:

1. To be responsible to the Accountant for the auditing, financial and accounting business of the Trust Fund for Specialised Medical Care.
2. To assist in the preparation of the Annual Estimates of the Trust Fund and the Annual Final Accounts (Balance Sheets, Income and Expenditure Statements) in line with statutory requirements.
3. To ensure that finance, accounting and procurement and supply regulations are correctly applied and complied with.
4. To prepare, monitor and control annual budget.
5. To control cash receipts and banking.
6. To keep proper, complete and up-to-date records of all financial transactions.
7. To assist in establishing, managing and monitoring financial reporting system.
8. To maintain accounting ledgers and registers.
9. To prepare monthly payroll and ensure that relevant controls are effected.
10. To examine payment vouchers and issue cheques.
11. To control petty cash.
12. To check and control entries in Cash Book and input into the computerized financial system.
13. To monitor bank reconciliation.
14. To prepare and submit monthly financial reports including cash flow forecasts.
15. To prepare statistical data.

16. To advise the Trust Fund on financial matters.

17. To train subordinate staff.

18. To use ICT in the performance of his duties.

19. 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 Accounting Technician in the roles ascribed to him.

IV. SALARY:

The permanent and pensionable post carries salary in a scale of **Rs 23950 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 – 41250 QB 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 50900**

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

4. PHARMACY TECHNICIAN (On a month to month basis for a period of six months)

I. QUALIFICATIONS:

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

II. 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:

The permanent and pensionable post carries salary in the scale of **Rs 19225 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 – 41250 QB 42200 x 1300 – 44800**

Salary for Pharmacy Technicians on contract basis will be **negotiable** in the above range depending on experience acquired in service.

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 (Local Time) on Wednesday 14 August 2024.**

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 post applied for should be clearly marked on the top left hand corner of the envelope.

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

Date: 31 July 2024