

MINISTRY OF HEALTH AND WELLNESS

Circular Letter No 09 of 2024

Vacancies for post of Laundry Attendant (on roster)

Applications are invited from qualified employees on the Permanent and Pensionable Establishment of the Ministry who wish to be considered for appointment as Laundry Attendant (on roster) in the Ministry of Health and Wellness.

II. QUALIFICATIONS:

By selection from among employees on the Permanent and Pensionable Establishment of the Ministry, who possess the certificate of Primary Education or the Primary School Achievement Certificate.

NOTE:

In the absence of candidates possessing the above qualification, consideration will be given to those who show proof of being literate.

III. DUTIES:

1. To be responsible to the Senior Linen Health Officer or Linen Health Officer in the performance of the following duties:

- (i) collecting, washing, drying, folding and distributing hospital linen, as directed;
- (ii) sorting and counting of soiled and clean linen items;
- (iii) hand washing and ironing of small linen items;
- (iv) cleaning of linen department and site of work;
- (v) pre-washing of soiled linen prior to sending for dry cleaning and steam laundry;
- (vi) accounting for all linen items entrusted to him;
- (vii) assisting the Senior Linen Health Officer or Linen Health Officer in the Linen Room, as and when required;
- (viii) removing stains from linen items by following the appropriate procedures;
- (ix) handling infected linen items and ensuring that all necessary precautions are taken to avoid cross infection;
- (x) ensuring that linen items are sent to Dry Cleaning Services are free from needles, sutures and other foreign bodies;
- (xi) assisting Linen Health Officers in operating washing machines and dryers both of standard and industrial types; and
- (xii) apprising the Senior Linen Health Officer or Linen Health Officer on linen items which are unserviceable for use.

2. 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 Laundry Attendant (on roster) in the roles ascribed to him.

Note:

Laundry Attendants (on roster) may be required to work on a roster basis including Sundays, Public Holidays and during cyclonic periods and natural calamities.

IV. SALARY

The permanent and pensionable post carries salary in the scale of **Rs 14,475 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** 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 14,475 a month plus salary compensation, at the 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 **Laundry Attendant (on roster) in a substantive capacity subject to:-**

- (a) **vacancies in the grade; and**
- (b) **their 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 **Monday 30 September 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: 10 September 2024

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

*Copy to: Regional Health Services Administrators, JH, SSRNH, SAJH, JNH and VH
Director, Public Health and Food Safety
Chief Hospital Administrator
Hospital Administrator, All Hospitals
Assistant Manager, Human Resources, JH, SSRNH, SAJH, JNH and VH
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