

## **TRUST FUND FOR SPECIALISED MEDICAL CARE - CARDIAC CENTRE**

### **Filling of Vacancies**

**REF: 2025/01**

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

➤ **Appointment as:**

**1) CARDIAC ANAESTHETIST (On Establishment)**

**I. AGE LIMIT:**

Candidates, unless already in the Service, should not have reached their **50<sup>th</sup> 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 **45<sup>th</sup> 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.

Candidates should produce written evidence of any experience claimed.

**III. DUTIES:**

- 1. To be responsible to the Director of the Cardiac Centre -
  - (i) Performing specialised clinical duties; and
  - (ii) Providing specialised medical coverage at night, during weekends and on public holidays and whenever necessary.
- 2. 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) HEALTH RECORDS CLERK (On Establishment)**

**I. AGE LIMIT:**

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

**II. QUALIFICATIONS:**

**A.** (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**

#### **4) PROCUREMENT AND SUPPLY OFFICER (On Establishment)**

##### **I. AGE LIMIT:**

Candidates, unless already in the Service, should not have reached their **45<sup>th</sup>** 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 Accounting Officer 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.**

**5) TRAINEE SPECIALISED NURSING OFFICER (Enlistment for three years training)**

**I. AGE LIMIT:**

Candidates, unless already in the Service, should not have reached their **45<sup>th</sup>** 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.**

#### **6) CLERICAL OFFICER/ HIGHER CLERICAL OFFICER (On Establishment)**

##### **I. AGE LIMIT:**

Candidates, unless already in the Service, should not have reached their **45<sup>th</sup>** 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.**



## **7) Handy Worker - (Shift) (On Establishment)**

### **I AGE LIMIT**

Candidates, unless already in the Service, should not have reached their **48<sup>th</sup>** birthday by the closing date for the submission of applications.

### **II QUALIFICATIONS**

By selection from among candidates who:

- (i) possess the Certificate of Primary Education
- (ii) Possess pleasant manners and good communication skills.

#### **Note**

Handy worker will be required to work on a shift system covering 24 hour service including Sundays, PH and officially declared cyclone days.

### **III DUTIES**

1. To clean offices, wards, bathrooms, cloakrooms, sluice rooms, toilets, drains, gutters, verandas, corridors, staircases, etc.
2. To clean medical equipment.
3. To wash all soiled linen before dispatching to Dry Cleaners.
4. To sew and mend linen and clothing items.
5. To mow and upkeep grounds.
6. To paint and upkeep infrastructure.
7. To carry out simple maintenance duties.
8. To open and close gates and to control entry traffic.
9. To destroy and dispose of pests and waste.
10. To perform duties such as:-
  - (i) Running errands
  - (ii) Dispatch of correspondence; and
  - (iii) Attending the reception counter, directing visitors and keeping Visitor's Book.
11. To perform such cognate duties as may be assigned.

### **IV. SALARY:**

The permanent and pensionable post carries salary in a scale of **Rs 14475 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 – 23425**

## **8) ACCOUNTS CLERK (On Establishment)**

### **I. AGE LIMIT:**

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

### **II. QUALIFICATIONS:**

- A. A Cambridge Higher School Certificate with a pass at “Principal level” in Accounting or ACCA Level 1 or an equivalent qualification acceptable to the Board.
- B. Candidates should reckon at least four years’ experience in finance/accounting/audit duties.
- C. Proven knowledge in the use of computer.

### **III. DUTIES:**

- 1. To ensure that all financial transactions of the Trust Fund for Specialised Medical Care are properly accounted for in accordance with basic principles of financial management.
- 2. To post records in ledgers, etc including keying of information onto automated system.
- 3. To reconcile ledgers, reports, documents, etc.
- 4. To maintain proper, complete and up-to-date record of journals, ledgers etc-
  - a. Typing of voucher from invoice and forwarding to Supervisor for review and approval.
  - b. Receiving requisition requests and preparing purchase orders.
  - c. Preparing payrolls.
- 5. To process payments and ensure that they are effected in time.
- 6. To process vouchers of cash accounts.
- 7. To reconcile and replenish petty cash.
- 8. To attend to audit queries.
- 9. To assist in the preparation of return etc.
- 10. To perform other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Accounts Clerk in the roles ascribed to them.

Candidates should produce written evidence of knowledge claimed.

#### **IV. SALARY:**

The permanent and pensionable post carries salary in a scale of Rs 19850 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 – 37450

#### **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 on Wednesday 25<sup>th</sup> June 2025.**

**Applications for posts number 1, 2 should be submitted in Prescribed Application Form B. Applications for posts number 3, 4, 5, 6, 7 and 8 should be submitted in Prescribed Application Form A.**

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

#### **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: 05 June 2025