

Digital Health Co. Ltd.

Office Support Assistant

The Digital Health Co. Ltd., operating under the aegis of the Ministry of Health and Wellness, plays a central role in advancing the digital transformation of the public healthcare system in Mauritius. The Company is responsible for developing and implementing modern technological solutions, including the national e-Health programme, to support the continuous improvement of healthcare delivery across all public health institutions.

The Company is inviting applications from suitably qualified and experienced candidates for the position of **Office Support Assistant**.

Role Overview

The Office Support Assistant is responsible for providing general clerical and administrative support to management and staff. The role assists in the smooth day-to-day functioning of the organisation by handling routine office tasks, supporting administrative processes, and ensuring that basic operational needs are met efficiently.

Key Responsibilities

- Provide general clerical support, including filing, photocopying, data entry and handling of documents.
- Assist administrative and management staff with routine office tasks and coordination activities.
- Support the organisation and maintenance of records, files and office supplies.
- Handle basic correspondence and assist in the distribution of documents within the organisation.
- Perform any other related duties as may be assigned by the Board through the Officer-in-Charge / Chief Executive Officer.

Qualifications & Experience

- School Certificate or equivalent qualification acceptable to the Board.
- Experience in a relevant field and position will be considered an advantage.

Remuneration

A competitive package commensurate with qualifications and experience.

Mode of Application

Interested candidates are invited to download the prescribed Application Form from our website, <https://health.govmu.org>, and submit the duly completed form together with a detailed Curriculum Vitae (CV) and a Motivation Letter.

Applications should be addressed to:

Digital Health Co. Ltd
Level 4, NexSky Building
Ebene

Deadline for submission: **8 May 2026 at 15:00 hours.**

Note:

The Company reserves the right to call only the most suitably qualified candidates for interviews and not to make any appointment following this advertisement.