

MINISTRY OF HEALTH AND WELLNESS

Circular Letter No. 11 of 2026

Vacancy for the post of Transport Services Facilitator (on shift) [to be restyled Health Transport Services Facilitator (on shift)]

Applications are invited from qualified employees of the Ministry who wish to be considered for appointment as Transport Services Facilitator (on shift) [to be restyled Health Transport Services Facilitator (on shift)] in the Ministry of Health and Wellness.

II. QUALIFICATIONS

By selection from among employees on the permanent and pensionable establishment of the Ministry who -

- (a) show proof of having sat for the Cambridge School Certificate Examination or the General Certificate of Education “Ordinary Level” Examination in at least five subjects at one sitting or an examination of equivalent standard acceptable to the Public Service Commission; and
- (b) have the ability to speak and write simple English and French.

III. DUTIES

- 1. To be responsible to the Hospital Executive Assistant (on shift) for –
 - (a) controlling access to and exit from the premises;
 - (b) opening and closing of gates, whenever required;
 - (c) keeping a register and recording therein the time of arrival and departure of staff;
 - (d) recording the registration number and time of arrival/departure of vehicles entering/leaving the premises;
 - (e) filling in log books of vehicles and making transport arrangements for staff and patients, as and when required;
 - (f) answering queries from visitors/patients and directing them;
 - (g) exercising control with a view to preventing stolen goods from being removed through the gate;
 - (h) the custody of keys; and
 - (i) calling the Energy Services Division staff in case of electricity breakdown and the staff of the maintenance team to attend minor infrastructural issues.
- 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 Transport Services Facilitator (on shift) [to be restyled Transport Services Facilitator (on shift) [to be restyled Health Transport Services Facilitator (on shift)] in the roles ascribed to him.

Note

Health Transport Services Facilitators (on shift)] will be required to work on shift covering a 24-hour service including Saturdays, Sundays and Public Holidays and during cyclonic periods and other natural calamities in accordance with the protocol of the Ministry.

IV. SALARY

The permanent and pensionable post carries salary in the scale of Rs 24245 x 300 – 26945 x 320 – 28865 x 350 – 30965 x 400 – 31765 x 425 – 33040 x 560 – 35840 x 725 – 37290 x 925 – 39140 x 970 – 42050.

The selected candidates will, in the first instance, be appointed in a temporary capacity for a period of six months and will draw a flat salary of Rs 24,245. However, for the year 2026, the discounted salary would be Rs 22,419 a month as specified at Row 3 of the Consolidated Master Conversion Table in the Annex to the Ministry of Public Service and Administrative Reforms Circular Letter No. 3 of 2026. Employees drawing higher salaries will retain the salaries of their substantive posts, where applicable. Consideration will, thereafter, be given for their appointment as Health Transport Services Facilitator (on shift) **in a substantive capacity subject to: -**

- (a) vacancies arising in the grade;
- (b) being found fit to perform the duties of the post; 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 the prescribed form which may be obtained **either** from the Hospital Executive Assistant's Office **or** the Human Resource (HR) Sections of the Regional Hospitals **or** at the Reception Counter of the Ministry of Health and Wellness, **Level 2, Nexsky Building, Cybercity, Ebene**, or from the website of the Ministry at **<http://health.govmu.org>**
- 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 Heads 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 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, **2nd Floor, Nexsky Building, Cybercity, Ebene not later than 3.30 p.m on 05 August 2026. Applications 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 the applicants.

VIII. When transmitting **duplicate of the **Applications Forms**: -**

- (a) Heads 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, 2nd Floor, Nexsky Building, Cybercity, Ebene, within fifteen days after the closing date.**

Date: 16 July 2026

**Ministry of Health and Wellness
2nd Floor, Nexsky Building
Cybercity
Ebene**