

GOVERNMENT OF MAURITIUS

SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE PUBLIC SERVICE COMMISSION REGULATIONS

- Organisation:** Rodrigues Regional Assembly (Medical and Health)
- Post:** Linen Officer
- Salary:** Rs 10,425 x 250 – 13,675 x 300 – 15,475 x 350 – 17,225 x 450 – 19,475 x 600 – 20,675 x 750 – 24,425 (09 14 50)
- Effective Date:** 31 December 2014
- Qualifications:** By selection from among candidates who –
 - (i) 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
 - (ii) possess a certificate in the field of cutting and sewing from a recognised institution obtained after at least 10 months/220 hours training or an equivalent qualification acceptable to the Public Service Commission.

NOTE

In the absence of candidates possessing the qualification at (ii) above, by selection from among candidates who –

- (i) 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
- (ii) possess at least one year’s experience in cutting and sewing or garment making.

Candidates should produce written evidence of experience claimed.

- Duties:**
 - 1. To be responsible to the Hospital Administrative Assistant or the Steward for –
 - (a) ordering, receiving and issuing hospital linen as well as clothing items and keeping record thereof;

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[Signature]

 for Senior Chief Executive
 Ministry of Civil Service Affairs

31 December 2014

Date.....

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- (b) cutting, mending and sewing hospital linen as well as clothing items;
 - (c) the laundering services and certification of claims in connection thereof;
 - (d) sorting out and listing items to be condemned in accordance with the provisions of the Financial Management Kit;
 - (e) ensuring that only serviceable items of hospital linen are distributed for use; and
 - (f) ensuring that sufficient quantities of linen items are available to meet the need of all health institutions of the Rodrigues Regional Assembly.
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 Linen Officer in the roles ascribed to him.
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for Senior Chief Executive
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