

GOVERNMENT OF MAURITIUS

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

Ministry: Health and Quality of Life

Post: Attendant Nursing School

Salary: Rs 12,750 x 260 – 14,050 x 275 – 15,150 x 300 – 15,750 x 325 – 17,700 x 375 – 19,575 x 475 – 21,000 (24 022 047) (Personal)
Rs 11,970 x 260 – 14,050 x 275 – 15,150 x 300 – 15,750 x 325 – 17,700 x 375 – 19,575 x 475 – 20,050 (24 019 045) (Future Holder)

Effective Date: 24 January 2019

Qualifications: A. By selection from among employees on the permanent and pensionable establishment of the Ministry who possess a Cambridge School Certificate or have obtained passes on one certificate at the General Certificate of Education “Ordinary Level” 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 or an equivalent qualification acceptable to the Public Service Commission.

NOTE

In the absence of qualified employees on the permanent and pensionable establishment of the Ministry, by selection from among candidates who possess a Cambridge School Certificate or have obtained passes on one certificate at the General Certificate of Education “Ordinary Level” 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 or an equivalent qualification acceptable to the Public Service Commission.

- B. Candidates should –
- (i) be able to communicate in English and French;
 - (ii) possess qualities such as reliability and trustworthiness;
 - (iii) possess interpersonal skills; and
 - (iv) have the ability to work in a team.

Duties:

1. To open and close the school.
2. To maintain and clean offices, classrooms, demonstration rooms, store rooms, mess room, library, dressing rooms, toilet and corridors.

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CERTIFIED CORRECT

N. Auchoybur (Mrs)
for Secretary for Public Service

24 January 2019

Date.....

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3. To clean –
 - (i) equipment such as bowls, jugs, trays, trolleys, wash bassin and sinks; and
 - (ii) windows and doors.
4. To collect and distribute/serve tea, bread, butter and milk from hospital kitchen.
5. To prepare and serve snack meals and drinks to students.
6. To handle and take care of the dirty linen and students' uniforms for laundry.
7. To keep proper records of clean linen.
8. To collect necessary materials, as required from the wards or units, such as urine specimen or instrument for demonstration or examination purposes.
9. To collect and distribute materials from stores and other sections/units/departments/institutions.
10. To attend to phone calls.
11. To operate office equipment such as duplicating, photocopying and fax machines.
12. To run official errands, including the despatch of correspondence, forms, materials, the distribution of files, documents and faxes.
13. To load and unload printed papers, documents and books from the government printing as required.
14. To accompany and provide help to tutorial staff for the despatch of written examination papers.
15. 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 Attendant Nursing School in the roles ascribed to him.



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N. Auchoybur (Mrs)
for Secretary for Public Service

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