

GOVERNMENT OF MAURITIUS

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

- Organisation:** Rodrigues Regional Assembly (Shelter Unit)
- Post:** Shelter Care Attendant (shift)
- Salary:** Rs 7,800 x 200 – 10,200 x 250 – 11,700 (24 09 27)
- Effective Date:** 28 June 2012
- Qualifications:** By selection from among General Workers on the permanent and pensionable establishment of the Rodrigues Regional Assembly who –
- (i) possess the Certificate of Primary Education;
 - (ii) reckon at least two years' experience in matters related to baby care, child welfare/development and family protection;
 - (iii) have a good health and sound physique; and
 - (iv) have a background of social work and a basic knowledge of First Aid.

Candidates should produce written evidence of experience/knowledge claimed.

NOTE 1

In the absence of candidates possessing the qualification at (i) above, consideration will be given to candidates who show proof of being literate.

NOTE 2

Selected candidates will be required to undergo a medical test to be carried by the Ministry of Health and Quality of Life to determine their fitness for the job.

NOTE 3

Selected candidates will be appointed on a temporary basis in the first instance and will be required to undergo on-the-job training for a period of at least six months. On completion of the training and on being favourably reported upon, they will be considered for appointment as Shelter Care Attendant (shift) in a substantive capacity.

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CERTIFIED CORRECT


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*for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms*
28 JUN 2012
Date.....

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Duties:

1. To be responsible to the Matron for the performance of the following duties –
 - (a) to contribute and participate actively in the day-to-day running of the Shelter;
 - (b) to cook food for inmates and serve meals including the preparation and serving of tea and light snack meals, as and when required;
 - (c) to perform laundry duties including sewing, minding and cutting, whenever necessary;
 - (d) to clean and maintain the physical environment of the Shelter and premises such as –
 - (i) bathrooms, toilets, verandas, corridors, staircases and all utensils used; and
 - (ii) spots above hand's reach, e.g. walls, ceilings up to a reasonable height by making use of mops.
 - (e) to remove immediately from the Shelter, all soiled linen and utensils;
 - (f) to clean with or without special reagents and maintain furniture, equipment, containers and wares;
 - (g) to destroy/dispose all wastes from the Shelter;
 - (h) to provide help to inmates who are not in good health or are wounded physically and refer the matter to the Health Centre/hospital in case the inmates require medical care; and

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- (i) to provide care and assistance to minors, including those who are handicapped, and to accompany them to the hospital, schools, court or other places, as and when required.
2. To help in monitoring access of inmates to and from the Shelter in accordance with rules and regulations.
 3. To have regular checks on inmates especially at night and help in their well-being through cleanliness and security at all times.
 4. To provide necessary information, support and care to inmates.
 5. To report to the Matron any irregularity/problem at the Shelter in order to take remedial measures promptly.
 6. To accompany inmates for educational, creative and outdoor activities.
 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 Shelter Care Attendant (shift) in the roles ascribed to him.

Note

Shelter Care Attendants (shift) will be required to work on a shift system, covering a 24-hour service including weekends, Public Holidays and officially declared cyclone days and may also be called upon to work longer hours in case of emergency.

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