



**MEDICAL COUNCIL OF MAURITIUS**  
**Mangalkhan, Floreal**

**VACANCY FOR THE POST OF OFFICE CARE ATTENDANT**

**I.** Applications are invited from qualified candidates who wish to be considered for appointment to the post of Office Care Attendant at the Medical Council of Mauritius.

The permanent and pensionable post carries salary in the scale of Rs 14725 x 250 – 15225x 260 – 17825 x 275 – 18925 x 300 – 19525x 325 – 21475x 375 - 22225 x400 – 23425 x 525 -25525.

Appointment to the grade in a temporary capacity carries salary at a flat rate of Rs 14725 a month.

**II. AGE LIMIT**

Candidates should have reached their **18th** birthday and should not have reached their **40th** birthday by the closing date for the submission of applications.

**III. QUALIFICATIONS:**

**A.** Cambridge School Certificate or an equivalent qualification acceptable to the Medical Council of Mauritius

**B.** Candidates should:

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

#### IV. DUTIES:

1.	To assist the Senior Office Attendant in the performance of his duties.
2	To open and close offices.
3	To run official errands, including the dispatch of correspondence.
4	To operate a telephone switchboard/PABX console, photocopying and fax machines as and when required.
5	To clean toilets premises and to maintain the physical environment at a good standard
6	To assist in the arrangement of furniture and equipment within the office premises
7	To ensure and enforce that regular checks are carried out regarding the use of electrical equipment
8	To ensure that all switch lights are turn off before leaving office.
9	To usher in/guide visitors and maintain records of such visits
10	To be in attendance at the reception counter of the Council as and when required.
11	To perform minor repair works if need be.
12	To prepare and serve refreshment during meetings of the Council
13	To perform such other duties directly related to the main duties listed above or related to the delivery of output and results expected from Office Care Attendant in the roles ascribed to him.

#### V. MODE OF APPLICATION:

i) Qualified candidates should submit their applications in a sealed envelope to the following address:

**The Registrar,**

**The Medical Council of Mauritius**

**One-way Floreal Road - Cite Mangalkhan, Floreal**

ii) Candidates are required to enclose a comprehensive CV & covering letter, photocopies of their National Identity Card, Academic/Technical qualifications, evidence of working experience when submitting their applications and these should be available and produced when convened for an interview.

iii) Candidates are requested to submit a Certificate of Character/Morality

## **VI. CLOSING DATE**

Applications should reach the **Registrar, Medical Council of Mauritius by registered post not later than 15 00 hours on April 28, 2023 at latest.**

### **Note:**

- (i) The post applied for should be clearly indicated on the left hand-side of the sealed envelope.
- iii) Only the best qualified candidates will be called for interview.
- iv) Late applications after the closing date will not be considered.
- v) Incomplete or inadequate and non- submission of photocopies of certificates or any other documents required may entail elimination of the applicant.
- vii) The Medical Council reserves the right not to make any appointment following this advertisement.

Date: April 14,2023