

TRUST FUND FOR SPECIALISED MEDICAL CARE - CARDIAC CENTRE
Expression of Interest and Filling of Vacancy

The Trust Fund for Specialised Medical Care is inviting applications from suitably qualified candidates who wish to be considered for:

- **Enlistment as:-**

1) TRAINEE SPECIALISED REGISTERED MEDICAL OFFICER (On Enlistment)

I. AGE LIMIT:

Candidates, unless already in the Service, should not have reached their **50th birthday** by the closing date for the submission of applications.

II. QUALIFICATIONS:

- A. (i) A medical degree or diploma and full registration as a Medical Practitioner in accordance with legislation in force in Mauritius.
- B. At least three years' experience as Medical Practitioner.

III. DUTIES:

To be responsible to the Director of the Cardiac Centre for:

- 1. Performing clinical duties;
- 2. Providing medical coverage at night, during weekends and on public holidays and whenever necessary; and
- 3. Performing such other duties directly related to the main listed above or related to the delivery of the output and results expected from the Trainee Specialised Registered Medical Officer in the roles ascribed to them.

NOTE:

- (i) The incumbent may be required to perform night duties including Sundays, Public Holidays and officially declared cyclone days.
- (ii) The incumbent will have to undergo on the job training for a period of two years. Upon completion of the two years traineeship the incumbent will be appointed as Specialised Registered Medical Officer.
- (iii) The incumbent would have to enter into a bond to serve the Cardiac Centre for a period of three years after the training period.

IV. SALARY:

The permanent and pensionable post carries salary in a scale of **Rs 53400 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500**

2) SPECIALISED NURSING OFFICER (MALE AND FEMALE) - (On Establishment)

I. AGE LIMIT:

Candidates, unless already in the Service, should not have reached their **45th birthday** by the closing date for the submission of applications.

II. QUALIFICATIONS:

- A.** General Certificate of Nursing awarded by the Ministry of Health, Mauritius or any Nursing Diploma recognized by the Nursing Council of Mauritius.
- B.** At least 3 years continuous experience in Cardiac Intensive Care Unit.

III. DUTIES:

Responsible to the Specialised Head Nurse for-

- 1. bed making with or without the help of Assistant Nurses;
- 2. blanket or ordinary bathing with or without the help of Assistant Nurses;
- 3. the taking and accurate recording of the temperature, pulses, blood pressure and respiration of patients;
- 4. patient hygiene and comfort;
- 5. treatment of pressure parts;
- 6. feeding of **all helpless** patients;
- 7. cleansing of all instruments and ward equipment, excluding sanitary utensils after use;
- 8. assisting patients with sanitary utensils;
- 9. all dressings and injections;
- 10. serving all meals;
- 11. cleanliness of the medicine cupboard and the accurate labeling of all bottles and jars;
- 12. maintaining appropriate stock level and records of medication;
- 13. the collection of specimens
 - (a) for inspection
 - (b) for pathological examination
- 14. preparing the necessary equipment for/and assisting the physician with diagnostic tests and therapeutic measures;

15. ensuring that all orders issued and all forms of treatment ordered by Specialised Registered Medical Officer/the Manager for Specialised Nursing Care are carried out;
16. keeping ward records and reports on the conditions of patients;
17. under medical direction and/or supervision, discharging the following duties:
 - Blood collection
 - Blood transfusion
 - Intravenous drip; intravenous injection
 - Taking of blood specimens
 - Irrigation of certain body cavities
 - e.g. bladder, stomach
18. patients property to be listed on admission and any valuable or large sums of money to be handed in for safe custody or given to relatives to take away;
19. for notifying relatives when patients is due for discharge or transfer or when the clinical condition is deteriorating;
20. In case of death of patient,
 - (a) obtaining confirmation of death from a doctor who will enter time of death in patients notes;
 - (b) ensuring that notification of death is sent to the Manager for Specialised Nursing Care and the Administration of the Centre and the relatives of patient;
 - (c) performing last offices before moving body to mortuary; and
21. performing any other cognate duties.

NOTE:

- (i) The incumbent is required to be on call at night during weekends and on public holidays. He may also be required to work long hours at any time during the day or night.
- (ii) The incumbent will not be authorized to undertake private practice when his services would be at the disposal of the Trust Fund for Specialised Medical Care only.

IV. SALARY:

The permanent and pensionable post carries salary in a scale of **Rs 35280 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 – 58850 QB 60600 x 1750 – 62350**

3) SPECIALISED NURSING OFFICER (MALE AND FEMALE) - (On Contract of Employment basis for Local and International Candidates)

I. AGE LIMIT:

Candidates, unless already in the Service, should not have reached their **70th birthday** by the closing date for the submission of applications.

II. QUALIFICATIONS:

- A.** General Certificate of Nursing awarded by the Ministry of Health, Mauritius or any Nursing Diploma recognized by the Nursing Council of Mauritius.
- B.** At least 3 years continuous experience in Cardiac Intensive Care Unit.

III. DUTIES:

Responsible to the Specialised Head Nurse for-

- 1. bed making with or without the help of Assistant Nurses;
- 2. blanket or ordinary bathing with or without the help of Assistant Nurses;
- 3. the taking and accurate recording of the temperature, pulses, blood pressure and respiration of patients;
- 4. patient hygiene and comfort;
- 5. treatment of pressure parts;
- 6. feeding of **all helpless** patients;
- 7. cleansing of all instruments and ward equipment, excluding sanitary utensils after use;
- 8. assisting patients with sanitary utensils;
- 9. all dressings and injections;
- 10. serving all meals;
- 11. cleanliness of the medicine cupboard and the accurate labeling of all bottles and jars;
- 12. maintaining appropriate stock level and records of medication;
- 13. the collection of specimens
 - (a) for inspection
 - (b) for pathological examination
- 14. preparing the necessary equipment for/and assisting the physician with diagnostic tests and therapeutic measures;
- 15. ensuring that all orders issued and all forms of treatment ordered by Specialised Registered Medical Officer/the Manager for Specialised Nursing Care are carried out;

16. keeping ward records and reports on the conditions of patients;
17. under medical direction and/or supervision, discharging the following duties:
 - Blood collection
 - Blood transfusion
 - Intravenous drip; intravenous injection
 - Taking of blood specimens
 - Irrigation of certain body cavities
e.g. bladder, stomach
18. patients property to be listed on admission and any valuable or large sums of money to be handed in for safe custody or given to relatives to take away;
19. for notifying relatives when patients is due for discharge or transfer or when the clinical condition is deteriorating;
20. In case of death of patient,
 - (a) obtaining confirmation of death from a doctor who will enter time of death in patients notes;
 - (b) ensuring that notification of death is sent to the Manager for Specialised Nursing Care and the Administration of the Centre and the relatives of patient;
 - (c) performing last offices before moving body to mortuary; and
21. performing any other cognate duties.

NOTE:

- (i) The incumbent is required to be on call at night during weekends and on public holidays. He may also be required to work long hours at any time during the day or night.
- (ii) The incumbent will not be authorized to undertake private practice when his services would be at the disposal of the Trust Fund for Specialised Medical Care only.

IV. SALARY:

Negotiable as from the range of **Rs 35280 – Rs 62350 MUR**

V. ACCOMMODATION (For expatriates candidates)

- (i) For single contract officers Rs 8, 000 MUR
- (ii) For married contract officers Rs 12,000 MUR

VI. All other benefits will be in accordance to prevailing rules and regulations and as per prevailing PRB Report recommendation for both local and international expatriates.

4) TRAINEE SPECIALISED NURSING OFFICER (Enlistment for three years training)

I. AGE LIMIT:

Candidates, unless already in the Service, should not have reached their **45th** birthday by the closing date for the submission of applications.

II. QUALIFICATIONS:

A General Certificate of Nursing awarded by the Ministry of Health and Wellness,
OR
Any Nursing Diploma recognized by the Nursing Council of Mauritius.

III. TRAINING:

On enlistment, Trainee Specialised Nursing Officers will be required to undergo on-the-job training for a period of at least three years.

On successful completion of the training, Trainee Specialised Nursing Officers will be eligible for appointment as Specialised Nursing Officers as and when vacancies occur.

IV. DUTIES:

While under training, Trainee Specialised Nursing Officers will be required -

1. To ensure that: -

- (i) the highest standard of nursing care is maintained at all times under supervision;
- (ii) all relevant information regarding the patients' care is communicated to the Head Nurse and other disciplines as necessary and is correctly documented;
- (iii) the patient confidentiality is maintained at all times;
- (iv) safe custody and administration of all drugs in accordance with Trust procedure and the requirements of the Dangerous Drug Act are exercised;
- (v) economic use of all resources is made; and
- (vi) all equipment are kept in good working order.

2. To assist and cooperate with other disciplines and other wards/units in the total care of patients.

3. To assist in the admission of new patients and transfer of patients to other wards in the unit.

4. To report all accidents and untoward incidents to the Head Nurse.

5. To perform such other duties directly related to the main listed above or related to the delivery of the output and results expected from the Trainee Specialised Nursing Officer in the roles ascribed to them.

V. SALARY:

The permanent and pensionable post carries salary in the scale of **Rs 30265 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 – 53400 QB 54500 x 1450 - 57400.**

MODE OF APPLICATION:-

Candidates should submit their application on the Prescribed Form available along with relevant copies of Professional Certificates/relevant certificates to the under-mentioned address in hard copy **by registered post not later than 1500 hours on Tuesday 25 August 2026.**

Applications for post number 1, should be submitted in Prescribed Application Form B. Applications for posts number 2, 3, 4 should be submitted in Prescribed Application Form A.

The post applied for should be clearly marked on the top left hand corner of the envelope.

Note:

- (i) The Trust Fund for Specialised Medical Care reserves its rights not to make any appointment as a result of this exercise.
- (ii) Only the best qualified candidates will be considered for interview.
- (iii) Late/incomplete application or application not made on the prescribed application form will not be considered.
- (iv) Inaccurate or incomplete filling of the application form or non-submission of photocopies of required certificates may entail elimination of the applicant.
- (v) The post applied for should be clearly marked on the top left hand corner of the envelope.

**Trust Fund for Specialised Medical Care
Cardiac Centre
Pamplemousses
Mauritius
Phone No: (230) 2438220/2438110**

Date: 04 August 2026