

Vacancy for the Post of Registrar at the Dental Council of Mauritius

Applications are invited from dental surgeon or dental specialist registered under the Dental Council of Mauritius or medical practitioners registered under the Medical Council of Mauritius who wish to be considered for appointment to the post of "**REGISTRAR**" on a Part-Time, 2-year contract basis.

Qualifications:

The candidate: -

- should be a dental surgeon or dental specialist registered under the Dental Council of Mauritius, or a medical practitioner registered under the Medical Council of Mauritius of at least ten years post-registration experience.
- should be of Mauritian nationality.
- should possess strong administrative, managerial and leadership abilities.
- should also possess excellent communication skills, both verbal and written.
- should be computer literate.

Age Limit:

Candidates should not have reached their **60th** birthday by closing date for submission of applications.

ROLE AND RESPONSIBILITIES

As per the Dental Council Act 1999 and its subsequent amendments.

Duties and Functions

The Registrar shall be responsible for -

- The proper administration of the Dental Council of Mauritius
- Executing all decisions of the Council; and
- Carrying out such duties as may be assigned to him by the Council.
- To represent the Council in his official capacity in Courts of Law and Dental Disciplinary tribunal/Committee whenever required and in other official meetings/functions as and when delegated by the Councils.
- To act as Secretary to the Postgraduate Education Board for Dental Specialists.
- To be the Secretary to the Council.
- Any other cognate duties related to the main duties listed above or related to the delivery of the output and results expected from the Registrar in the roles ascribed to him as per the Council's decision and the Dental Council Act.

Terms and Conditions of Employment

The appointment will be on an initial contractual basis for a period of 2 years (renewable thereafter subject to Council's approval for a further 2 years). It is understood that the post of Registrar is a part-time job, 3 days a week and as and when required.) The Registrar may engage in any sort of other remunerative job.

Salaries and other benefits

- **Salary** – an all-inclusive flat salary of **Rs 75,000** plus compensation at approved rates.

Leave

Employees on contract shall be eligible for a combination of casual/vacation leave called annual leave at the rate of $(3/5 \times 20) = 12$ working days per calendar year as from the second year of contract and shall be eligible to $(3/5 \times 15) = 9$ working days sick leave for every calendar year as from the second year of contract.

Mode of Application

Qualified candidates should send their application along with full CV; photocopies of all certificates and evidence of experiences claimed together with a *recent passport size photo*.

Applications should reach the seat of the Dental Council of Mauritius, by registered post in sealed envelope mentioning "Post of Registrar", Office No.8, 1st Floor, Nouvelle Usine, Mangalkhan, FLOREAL not later than **15:00 Hours** on **Wednesday 30 April 2025**.

Note:

1. Candidates should produce written evidence of the experience claimed. Applications will not be considered in case of non-submission of written evidence of experiences claimed by the closing date.
2. The Dental Council reserves the right to convene only the best qualified candidates for interviews as well as the right not to make any appointment following this advertisement.

Dental Council of Mauritius
Office No.8,
1st Floor Nouvelle Usine
Mangalkhan,
FLOREAL