



## Indira Gandhi Memorial Hospital

Male', Maldives

Number: 137-HR/IUF/2023/57

# **JOB ADVERTISEMENT**

*There is a job vacancy for the following post on contract basis. (Only for Foreigners)*

<b>Designation:</b>	Principle Occupational therapist
<b>Job ID:</b>	J-370468
<b>Required Numbers:</b>	01
<b>Rank:</b>	<b>EX5</b>
<b>Classification:</b>	Technical Director General
<b>Place of Wok:</b>	Indira Gandhi Memorial Hospital
<b>Salary:</b>	MVR 13890.00 (per month)
<b>Service Allowance:</b>	MVR 2500.00(per month)

### **Eligibility Criteria:**

- Doctoral Degree in a related field.
- Master's Degree in related field with 06 Years of experience.

### **Related Feild:**

Occupational therapy, Pediatric Occupational Therapy, Geriatric Occupational Therapy, Neurology Occupational therapy, Hand Therapy, Orthopedics, / Musculoskeletal Occupational Therapy, Mental Health Occupational Therapy, School System Occupational Therapy, School Based Occupational Therapy.

### **Scope of Work:**

- Conduct and maintain the necessary activities to promote and revive the art of occupational therapy
- Develop occupational therapy standards and procedures
- Provide services and treatment to patients referred by doctors in special areas of occupational therapy
- Treatment Selects and plans the most appropriate occupational therapy treatment for the patient's condition, provides it carefully and compassionately, and makes necessary changes based on the patient's improvement
- Conduct research on the treatment of occupational therapy and publish in scientific reports
- Inform and teach the patient or his or her assistant about treatment and what needs to be done at home, and give advice and guidance on any lifestyle changes that may be required.
- Collaborate with other health care providers and refer the patient when necessary
- Explaining the benefits of exercise to patients, families and the community to prevent various diseases and stay healthy
- Instruct and supervise staff at various levels in the occupational therapy field. and professional development programs for those employees
- Conduct awareness programs on the importance of occupational therapy in consultation with health care administrators, nurses and other health professionals
- Participate in professional development opportunities for the occupational therapy field in a sustainable manner
- To play a leading role in building occupational therapy students in clinical postings in the hospital to enhance their practical skills

**Documents to be submitted:**

1. Qualification Certificate
2. Transcript and Mark sheet
3. Basic Registration or membership.
4. Experience letter with minimum of 02 years (recent one should not be more than 3 months old, experience should fall within the recent two years)
5. IELTS, TOEFL or similarly recognized certification test results
6. Curriculum Vitae (CV)
7. Passport Copy (Minimum 12 months' Validity)
8. Scanned color passport size photo
9. Filled pre-registration form: [Download](#)
10. IGMH job application form: [Download](#)
11. Police clearance certificate ( police certificate) with 3 months validity from the date of issued.

[ If you do not have valid good standing certificate, please attach the request submission slip for these documents]

**Interview Details:**

Skype Interview for the shortlisted candidates will be held between 22<sup>nd</sup> September 2023 - 10<sup>th</sup> October 2023

**Criteria for shortlisting the qualified candidates:**

1. Educational Qualifications
2. Work Experience (2 years)

**Shortlisted criteria:**

10 qualified candidates will be shortlisted for the interview.

**Selecting the most eligible applicant for the position:**

1. The one who get the highest marks in the interview process and the Criteria for shortlisting will be the most eligible applicant for the position.

**Application Deadline:** Required documents to be submitted before **13:00 of 21<sup>st</sup> September 2023 to the Human Resource Department of IGMH (11<sup>th</sup> Floor)** or submit the application online, our mail address is [application.foreign@igmh.gov.my](mailto:application.foreign@igmh.gov.my) through a Maldives' registered recruitment agency.

**Note:** We will only accept the application with all the required documents mentioned above. Documents must be clearly color scanned, in one file (PDF format). **Direct applications are not accepted.**

17<sup>th</sup> September 2023

