



INSTITUT JANTUNG NEGARA  
National Heart Institute

We are looking for a suitable and qualified candidate for the following position:

## ATTENDANT - MORTUARY OBSERVATION & EMERGENCY

### Responsibilities

- Handle & administer deceased within IJN.
- Notify unclaimed bodies to appropriate authorities.
- Assist doctor to report on cases & medico-legal & resolve unclaimed bodies.
- Assist in managing transport for the deceased (relatives & hearses services).
- Responsible to maintain cleanliness & tidiness both Muslim & Non-Muslim Mortuary areas, trolley & freezer.
- Ensure soiled linen is kept separately from dirty linen in the bags provided.
- Responsible to monitor the mortuary freezer temperature daily & take action for any abnormalities in the temperature range.
- Dispatch all deceased record (*Borang Daftaran Kematian / Permit Mengubur (JPN.LM 02) Borang Perakuan Pegawai Perubatan*) to Record Office Department & Human Capital & Organizational Development (HCOD).

### Requirements

- Possess Sijil Pelajaran Malaysia (SPM)
- Good communication skills and able to carry housekeeping tasks.
- Have exposure to Basic Life Support (BLS).
- Fit to work and able to handle / carry heavy bodies.

### Closing Date

26<sup>th</sup> October 2021

Talent Acquisition Unit  
Human Capital & Organizational Development

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**Note: All unsuccessful applications shall not be retained in our database.  
Only SHORTLISTED candidates will be contacted.**