



**HONORARY APPOINTMENTS FOR THE
SINGAPORE PILGRIMS' AFFAIRS OFFICE (SPA)
FOR HAJ 2019 (1440H)**

The Islamic Religious Council of Singapore (Muis) sets up Singapore Pilgrims' Affairs Office (SPA) during Haj season every year. The SPA provides medical and welfare services to Singaporean pilgrims in the Holy Cities. The SPA team comprises doctors, nurses and assistant pilgrim officers. For Haj 2019 (1440H), SPA will operate in the Holy Cities from middle July to late August 2019.

Application and Eligibility Criteria

Muis invites applications for the following honorary appointments to serve in the SPA. Applicants are required to meet the following eligibility criteria:

Honorary Medical Officers

- Bachelor of Medicine & Bachelor of Surgery (MBBS)
- Registered with the Singapore Medical Council (SMC)
- Preferably involved in voluntary organisation / community work
- Has knowledge in Manasik (Rituals) of Haj

Honorary Nursing Officers

- Has valid State Registered Nurse (SRN) Certificate
- Paramedics holding valid SRN Certificate may also apply
- Singapore Citizen
- Preferably involved in voluntary organisation / community work
- Has knowledge in Manasik (Rituals) of Haj

Honorary Assistant Pilgrim Officers

- Minimum 5 GCE 'O' Level passes with experience in administration, management and logistics
- Singapore Citizen
- **Must have performed Haj (as a pilgrim)**
- Preferably involved in voluntary organisation / community
- Highly competent in Microsoft Office applications which include Access and Excel
- Physically fit

Please read the terms and conditions of application and submit your application by:

Monday, 28 January 2019, 5.00pm



**PERLANTIKAN KEHORMAT BAGI
PEJABAT EHWAL JEMAAH HAJI SINGAPURA (SPA)
BAGI HAJI 2019 (1440H)**

Majlis Ugama Islam Singapura (Muis) menubuhkan Pejabat Ehwal Jemaah Singapura (SPA) pada musim Haji setiap tahun. SPA akan memberikan khidmat perubatan dan kebajikan kepada jemaah Singapura di Tanah Suci. Pasukan SPA terdiri daripada para doktor, jururawat dan penolong pegawai haji. Bagi musim Haji 2019 (1440H), SPA akan beroperasi di Tanah Suci pada pertengahan Julai hingga akhir Ogos 2019.

Permohonan dan Kriteria Kelayakan

Muis mengundang permohonan bagi perlantikan kehormat berikut untuk berkhidmat di dalam SPA. Calon-calon mestilah memenuhi kriteria kelayakan:

Pegawai Perubatan Kehormat

- Sarjana Muda Perubatan & Sarjana Muda Pembedahan (MBBS)
- Berdaftar dengan Majlis Perubatan Singapura (SMC)
- Sebaik-baiknya terlibat dalam pertubuhan sukarelawan / kerja-kerja kemasyarakatan
- Berpengetahuan dalam Manasik Haji

Pegawai Jururawat Kehormat

- Mempunyai Sijil Berdaftar Jururawat Negara (SRN) yang sah
- Warga Singapura
- Paramedik yang memegang Sijil SRN yang **sah** juga boleh bermohon
- Sebaik-baiknya terlibat dalam pertubuhan sukarelawan / kerja-kerja kemasyarakatan
- Berpengetahuan dalam Manasik Haji

Penolong Pegawai Haji Kehormat

- Kelulusan minima 5 GCE 'O', berpengalaman dalam pentadbiran, pengurusan dan logistik
- Warga Singapura
- **Sudah menunaikan Haji (sebagai jemaah)**
- Sebaik-baiknya terlibat dalam pertubuhan sukarelawan / kerja-kerja kemasyarakatan
- Amat mahir dalam aplikasi *Microsoft Office* termasuk *Access* dan *Excel*
- Tubuh yang sihat

Sila baca peraturan-peraturan dan syarat-syarat permohonan dan serahkan permohonan anda sehingga:

Isnin, 28 Januari 2019, 5.00 petang.



**APPLICATION FORM FOR HONORARY
MEDICAL / NURSING / ASSISTANT PILGRIM OFFICERS*
FOR HAJ 2019 (1440H)**

Please attach
recent
passport-sized
photograph

Deadline for submission of application is **Monday, 28 January 2019, 5.00pm**

PART 1: PERSONAL PARTICULARS

Title: Mr / Ms / Mrs / Mdm / Dr*

NRIC No.: _____

^Colour: Pink Blue

Name: _____

House/Block No: _____

Unit No: _____

Street Name: _____

Postal Code: _____

Home Tel: _____

Office Tel: _____ Extension: _____

Mobile: _____

Email Address: _____

^Gender: Female Male

Date of Birth: ____ / ____ / ____

Age: _____

Country of Birth: _____

^Marital Status: Single Married Widowed Divorced

^Citizenship: Singaporean PR Others _____

^Race: Indian Chinese Malay Caucasian Others _____

Highest Educational Qualification: _____

No. of GCE 'O' Level Passes (please state subjects): _____

PART 4: VOLUNTEER EXPERIENCE

Involvement in voluntary organisation / community work: Last 5 years

Name of Organisation	Position Held	Period of Service	Year

Note to All Applicants:

For Application of Honorary Medical Officer and Honorary Nursing Officer:

Position	Please enclose:
Honorary Medical Officer	Copy of valid SMC Registration Certificate Copy of Educational Certificate (from University Level & above)
Honorary Nursing Officer	Copy of valid SNB license Copy of valid BCLS license Copy of Educational (Nursing Qualifications)

PART 5: PARTICULARS OF NEXT OF KIN

Name:		
Address:		
NRIC No.:	Relationship with Applicant:	
Home Tel No.:	Office Tel No.:	Mobile No.:

PART 6: OTHERS

Please state if you have any family members and/or relatives performing Haj 2019 (1440H): Yes / No* (*Delete where not applicable) and state relationship below:

For female applicants, please indicate below if you are pregnant and state the expected date of delivery

PART 7: DECLARATION

I DECLARE THAT ALL INFORMATION HEREIN AND ALL ATTACHMENTS HERETO ARE TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE. I ALSO DECLARE THAT I AM IN GOOD HEALTH AND FREE FROM ANY PHYSICAL DISABILITY OR INFIRMITY.

I HAVE READ AND ACCEPT MUIS' TERMS AND CONDITIONS OF APPLICATION AS SHOWN OVERLEAF.

Name & NRIC No: _____

Signature & Date: _____

Application form duly completed with relevant copies of educational certificates and supporting documents should reach Majlis Ugama Islam Singapura, Singapore Islamic Hub, 273 Braddell Road, Singapore 579702 latest by 5.00pm on the closing date Monday, 28 January 2019, in a sealed envelope marked "Application for Medical and Administrative Team for Haj 2019 (1440H) – MO / NO / APO*" at the top left corner of the envelope. Thank you.

(*) Delete where not applicable

**APPLICATION FOR HONORARY APPOINTMENTS
FOR THE SINGAPORE PILGRIMS' AFFAIRS OFFICE (SPA0)
FOR HAJ 2019 (1440H)**

Muis' Terms and Conditions

- 1) Suitably qualified candidates who meet the eligibility criteria are invited to apply for the honorary appointments as members of the SPAO for Haj 2019 (1440H).
- 2) All applications shall be made using the prescribed application form obtainable from the Muis' Reception Counter or may be downloaded from the Muis' website.
- 3) Applicants must meet the eligibility criteria and accept the Muis' Terms and Conditions of Application before submitting their application.
- 4) Selected candidates shall conform to and will be required to sign an undertaking to abide by the prevailing rules and regulations of Muis, Saudi authorities and Singapore Civil Service with regard to Official Secrets Act (OSA).
- 5) Incomplete submissions or incorrect information may disqualify the application.
- 6) Only shortlisted applicants will be notified and they will need to attend an interview.
- 7) Selected candidates must be ready to be assigned during the coming Haj 2019 (1440H) between middle July to late August 2019 in the Holy Land.
- 8) The duration of assignment will be about one month or slightly more depending on the operational needs of the SPAO.
- 9) Selected candidates shall apply their own leave.
- 10) They must be ready to assist in Haj operations and logistical arrangements just before and immediately after the Haj season.
- 11) Shortlisted candidates must undergo an orientation and training programme to be conducted for the medical and administrative team before the Haj. Final selection and appointment of successful candidates will be made after the programme.
- 12) The staffing of the SPAO will depend on the quota and final number of additional places granted by the Saudi Authority to Singaporean pilgrims in the current Haj year.
- 13) Muis does not bind itself to accept any application. Muis is not obliged to provide any explanation or information about the selection of candidates to any party. Muis' decision on the selection of candidates is final.
- 14) Selected SPAO personnel shall be provided with return airfare, accommodation, land transportation and dam payment (if any). Vaccination fees (only for Meningitis and Influenza) are claimable, capped at the prevailing rates charged by the Travellers' Health and Vaccination Clinic of Tan Tock Seng Hospital.
- 15) A token allowance shall be paid for services rendered during the duration of assignment.
- 16) Muis may, from time to time, change its Terms and Conditions of Application and issue directives as deemed fit for compliance by the SPAO members.
- 17) Muis reserves the right to review all applications and appointments made if deemed necessary. Muis reserves the right to reject or terminate any appointed medical and administrative personnel to safeguard the interests of pilgrims and the SPAO. In such an occurrence Muis is not at liberty to disclose its reasons.
- 18) The decision of Muis in respect of all matters shall be final.