Applications are invited from qualified officers who wish to be considered for appointment as Hospital Executive Assistant (on shift) in the Ministry of Health and Wellness.

II. QUALIFICATIONS

A. By selection from among serving officers drawing salary in a scale the maximum of which is not less than Rs 27,850 monthly in their substantive appointment and who possess a Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained on one certificate or passes not below Grade C in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained on one certificate at the General Certificate of Education "Ordinary Level" or an equivalent qualification acceptable to the Public Service Commission.

Note:

Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at "Principal Level" and one subject at "Subsidiary Level" as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations.

B. Candidates should possess good supervisory, communication and organising skills.

Working experience in a hospital environment in the Public Service is desirable.

Candidates should produce written evidence of experience claimed.

NOTE

The onus for the submission of written evidence of experience claimed and equivalence of qualification (if applicable) from the relevant authorities rests on the candidates. Applications will not be considered in case of non-submission of Equivalence Certificate, as appropriate, by the closing date.

III. DUTIES AND SALARY

1. To assist the Hospital Administrative Assistant generally in the performance of his duties.

2. To ensure that stores items and equipment received are of required quantity and quality.
3. To keep an inventory of stores items, equipment and furniture of all units/sections under his responsibility, including Doctors’ Mess, Attendants’ (Hospital Services) (on shift) Mess and General Workers’ Mess.

4. To keep in safe custody the valuables of inpatients.

5. To organise, plan and supervise the work of the staff working under his responsibility including ancillary staff and Transport Services Facilitators (on shift) and to prepare their roster of work.

6. To provide assistance in the organisation of utility services including transport services in the absence of the Hospital Administrative Assistant.

7. To ensure proper cleanliness and upkeep of hospital yards and annexed institutions.

8. To ensure that existing rules and regulations are complied with in the performance of his duties.

9. To ensure that efficient and effective use is made of human and material resources under his responsibility.

10. To enquire into breaches of discipline and submit reports, as and when required.

11. To ensure, as and when required, that the mortuary and transport services are well organised at all times.

12. To deal with official correspondence.

13. To use ICT in the performance of his duties.

14. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Hospital Executive Assistant (on shift) in the roles ascribed to him.

**Note:**

Hospital Executive Assistants (on shift) will be required to work on a shift basis, covering a 24-hour service including night duty, Sundays and Public Holidays.

The permanent and pensionable post carries salary in scale Rs 18,450 x 375 – 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 32,500 x 925 – 35,275 a month.

**IV. MODE OF APPLICATION**

1. Qualified candidates should submit their application electronically via the website of the Public Service Commission on the following address: [http://psc.govmu.org/English/Pages/ServingOfficersHome.aspx](http://psc.govmu.org/English/Pages/ServingOfficersHome.aspx)
2. Candidates are required to follow the procedures that can be accessed through the “How To Apply” option on the above link.

3. Candidates **should** submit a printed copy of their Application Form, **duly signed**, through their respective Supervising Officer/Responsible Officer.

4. For queries regarding **Username & Password**, the Government Online Centre (GOC) may be contacted on the e-mail address: support@ncb.mu or on phone number **454 9955**.

5. For **technical support and other queries**, the helpdesk of the Public Service Commission may be contacted on the email address pdsc@govmu.org or phone number **670 9705** or fax number **670 3417**.

6. Candidates are also advised to read carefully the “**NOTES AND INSTRUCTIONS FOR ONLINE APPLICATION (in response to PSC Circular Notes)**” before filling in the Application Form. Care should be taken to fill in the online Application Form correctly. **Incomplete, inadequate or inaccurate filling of the Application Form may entail elimination of the candidate.**

**V. CLOSING DATE**

Online Application Forms should be submitted **not later than 3.00 p.m. on Monday 10 February 2020.**

Date: 21 January 2020

Public Service Commission,
7, Louis Pasteur Street,
**FOREST SIDE.**