PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 21 OF 2020

Vacancy for Post of Deputy Chief Hospital Administrator
Ministry of Health and Wellness

Applications are invited from qualified officers of the Ministry of Health and Wellness who wish to be considered for appointment as Deputy Chief Hospital Administrator in the Ministry of Health and Wellness.

II. QUALIFICATIONS

By selection from among officers in the grade of Regional Health Services Administrator who reckon at least two years’ service in a substantive capacity in the grade and who -

(i) have strong administrative and organising abilities;

(ii) possess good interpersonal and communication skills; and

(iii) have initiatives and strong leadership qualities.

III. ROLE AND RESPONSIBILITIES

To assist in the non-medical aspects of administration and management of hospitals and annexed health institutions and to co-ordinate the administration of the related services and ensure their efficient delivery.

IV. DUTIES AND SALARY

1. To assist the Chief Hospital Administrator in the performance of his duties and to deputise for him, as and when required.

2. To supervise and co-ordinate the work of the Regional Health Services Administrators and Hospital Administrators, and to provide relevant guidance and advice.

3. To contribute to the proper functioning of health services including transport, stores, catering and other logistic support.

4. To assist in the health planning functions of the Ministry.

5. To provide advice and participate in matters relating to training and continuing education programmes for officers of the Hospital Administrator Cadre.

6. To ensure the effective and judicious use of resources.

7. To use ICT in the performance of his duties.
8. 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 Deputy Chief Hospital Administrator in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 46,900 x 1,525 – 49,950 x 1,625 – 62,950 x 1,850 – 68,500 x 1,950 – 70,450 a month.

V. MODE OF APPLICATION

1. Qualified candidates should submit their application electronically via the website of the Public Service Commission at the following address:

   http://psc.govmu.org/English/Pages/ServingOfficersHome.aspx

2. Candidates are requested 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 the Senior Chief Executive, Ministry of Health and Wellness.

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 e-mail 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.

VI. CLOSING DATE OF APPLICATION

Online Applications should be submitted, not later than 3.00 p.m. (local time) on 09 April 2020. Applications received after the specified closing date and time will not be considered.

Date: 20 March 2020

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