MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 55 OF 2016

Vacancy for Post of Hospital Administrator
Rodrigues Regional Assembly (Medical and Health)

Applications are invited from qualified Rodriguan candidates who wish to be considered for appointment as Hospital Administrator in the Rodrigues Regional Assembly (Medical and Health).

II. AGE LIMIT

Candidates, unless already in the Service, should not have reached their 40th birthday by the closing date for the submission of applications.

III. QUALIFICATIONS

Candidates should possess–

A. (i) The Associateship of the Institute of Health Services Management (AHSM) of the United Kingdom

 or

(ii) The Associateship of the Chartered Institute of Secretaries and Administrators

 or

(iii) A degree in Hospital Administration or Public Administration or Hospitality Management or Management with Public Administration from a recognised institution.

 OR

Equivalent qualifications to A(i), A(ii) and A(iii) above acceptable to the Public Service Commission.

B. Candidates should -

(i) have a proper understanding of the principles of institutional management and human resource administration;

(ii) be able to take prompt and precise decisions;

(iii) have good managerial and problem-solving abilities;

(iv) possess communication, interpersonal and leadership skills; and

(v) be computer literate.
NOTE

1. Candidates should produce written evidence of knowledge claimed.

2. The onus for the submission of equivalence of qualification (if applicable) from the relevant authorities (Tertiary Education Commission or Mauritius Qualifications Authority) rests on the candidates. Applications will not be considered failing the non-submission of Equivalence Certificate, as appropriate, by the closing date.

3. The Commission reserves the right to convene only the best qualified candidates for interview.

IV. DUTIES AND SALARY

1. To be responsible to the Health Director for -

(a) the non-medical aspects of administration of the hospital under his charge and of the annexed health institutions;

(b) organising a proper internal system of control of the catering, Procurement and Supply and other divisions falling under his responsibility;

(c) exercising supervision over linen and laundry services, utility services, sterile supply services, transport as well as domestic services;

(d) ensuring the smooth functioning of the engineering services in respect of buildings and plants and of services dealing with tools, equipment and surgical instruments;

(e) preparing and monitoring the budget of the hospital and the annexed health institutions;

(f) participating in the planning and commissioning of projects;

(g) dealing with security matters in the hospital and in the annexed health institutions; and

(h) ensuring that the hospital and the annexed health institutions –

(i) are properly equipped, staffed and that all human resource matters are promptly dealt with at the level of the hospital;

(ii) are being run in an efficient manner and that optimum use is made of available resources;
(iii) are effectively implementing policies of the Commission through proper co-ordination and link between regions; and
(iv) are maintaining effective communication to enhance good public relations.

(i) assisting in preparing the annual report.

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

3. 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 Administrator in the roles ascribed to him.

**NOTE**

The selected candidate will be appointed in a temporary capacity in the first instance for a period of at least 12 months during which he will be required to follow on-the-job training in all aspects of the work of Hospital Administrator. He will draw a flat salary of Rs 25,525 a month or retain the salary of his substantive post, whichever is the higher. On satisfactory completion of the training and on being favourably reported upon, he will be considered for appointment as Hospital Administrator in a substantive capacity.

The permanent and pensionable post carries salary in scale Rs 25,525 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 56,450 a month.

**V. MODE OF APPLICATION**

1. Qualified candidates should submit their application on **PSC Form 7** which may be obtained **either** from the Enquiry Counter of the Ministry of Civil Service and Administrative Reforms, Ground Floor, Emmanuel Anquetil Building, Port Louis **or** from the Enquiry Counter of the Public Service Commission, 7, Louis Pasteur Street, Forest-Side **or** from the Chief Commissioner’s Office, Port Mathurin, Rodrigues **or** from the offices of the Mauritius High Commission/Embassies overseas.

2. This advertisement together with the application form (PSC Form 7) are available on the website of the Public Service Commission at [http://psc.govmu.org](http://psc.govmu.org)

3. Acknowledgement of applications will be made, as far as possible, by **e-mail**. Candidates are therefore advised to submit their e-mail address.

4. Candidates are also advised to read carefully the “**NOTES AND INSTRUCTIONS TO CANDIDATES**” before filling in the application form. Care should be taken to fill in the application form correctly. **Incomplete, inadequate or inaccurate filling of the application form may entail elimination of the applicant.**
VI. **CLOSING DATE**

Applications should reach the Island Chief Executive, Chief Commissioner’s Office, Port Mathurin, Rodrigues, **not later than 3.15 p.m. on Wednesday 20 July 2016.**

**IMPORTANT**

The post which falls under the Establishment of the Rodrigues Regional Assembly is restricted for service in Rodrigues only. Any request for transfer or promotion to any similar or other posts in Mauritius will not be considered at any stage from any person who is selected for appointment.

Public Service Commission,  
7, Louis Pasteur Street,  
Forest Side,  
MAURITIUS.

**Date: 30 June 2016**