PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 5 OF 2017

Vacancy for Post of Assistant Director, Medical Unit
Ministry of Social Security, National Solidarity and Reform Institutions

Applications are invited from qualified Medical and Health Officer/Senior Medical and Health Officers of the Ministry of Health and Quality of Life who wish to be considered for appointment as Assistant Director, Medical Unit in the Ministry of Social Security, National Solidarity and Reform Institutions.

II. QUALIFICATIONS

By selection from among officers in the grade of Medical and Health Officer/Senior Medical and Health Officer in the Ministry of Health and Quality of Life who reckon at least four years’ service in a substantive capacity in the grade and who possess good managerial and supervisory skills.

III. ROLE AND RESPONSIBILITIES

To be responsible for the monitoring of services provided by medical staff of the Medical Unit in line with the Ministry’s overall goals and objectives.

IV. DUTIES AND SALARY

1. To assist the Director, Medical Unit in the management of the Medical Unit and the implementation of government policies.

2. To co-ordinate the activities of the different sections of the Medical Unit.

3. To effect field visits for Medical Boards and domiciliary visits.

4. To provide health education programmes.

5. To be responsible for Carers’ Strategy.

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

7. 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 Assistant Director, Medical Unit in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 45,375 x 1,525 – 49,950 x 1,625 – 62,950 x 1,850 – 68,500 x 1,950 – 74,350 x 2,825 – 80,000 x 3,000 – 83,000 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. Applications should be submitted **in duplicate**, the original to be sent directly to the Secretary, Public Service Commission and the duplicate through the Senior Chief Executive, Ministry of Health and Quality of Life.

3. This circular 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)

4. Candidates are encouraged to submit on-line application through the government web portal at [http://www.govmu.org](http://www.govmu.org)

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

6. 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 Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side, **not later than 3.00 p.m. on Wednesday, 22 February 2017**.

Date: 02 February 2017

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