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

Applications are invited from qualified officers who wish to be considered for appointment as Director, Medical Unit in the Ministry of Social Security, National Solidarity and Reform Institutions.

II. QUALIFICATIONS

A. By selection from among -
   (i) officers in the grade of Assistant Director, Medical Unit who reckon at least three years’ service in a substantive capacity in the grade or an aggregate of seven years’ service in a substantive capacity in the grades of Assistant Director, Medical Unit and Medical and Health Officer/Senior Medical and Health Officer in the Ministry of Health and Quality of Life;

   AND

   (ii) 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 seven years’ service in a substantive capacity in the grade.

B. Candidates should possess excellent managerial and leadership skills.

III. ROLE AND RESPONSIBILITIES

To align the policies and strategies of the Medical Unit to the overall vision, mission and strategic objectives of the Ministry.

IV. DUTIES AND SALARY

1. To be responsible to the head of the Ministry for -
   (a) co-ordinating and monitoring the work of medical practitioners employed by the Ministry;
   (b) setting up Medical Boards and Medical Tribunals for social security and industrial injury benefits;
   (c) ensuring that inmates of recognised infirmaries and other institutions receive regular and adequate medical care;
   (d) advising on the medical aspects of policy affecting social security and occupational diseases;
   (e) exercising control over medical certificates in respect of social security and industrial injury benefits;
   (f) representing the Ministry on boards and committees, as and when required;
   (g) supervising the anti-influenza vaccination campaign and the mental rehabilitation for elderly;
   (h) ensuring the proper running of medical activities of the Health Clubs; and
   (i) the training and mentoring of staff.
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 Director, Medical Unit in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 60,575 x 1,800 – 69,575 x 2,425 – 72,000 x 2,500 – 77,000 x 3,000 – 89,000 a month plus salary compensation at approved rates.

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 their respective Supervising/Responsible Officers.

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

4. On-line application can also be submitted through the government web portal at http://www.govmu.org

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

6. Candidates are 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 Thursday 25 June 2015.

Date: 05 June 2015