PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 11 OF 2015

Vacancies for Post of Specialised Nurse
Ministry of Health and Quality of Life

Applications are invited from qualified officers of the Ministry of Health and Quality of Life who wish to be considered for appointment as Specialised Nurse in the Ministry in the following fields:

(i) AIDS
(ii) Harm Reduction
(iii) Health Promotion

Note: Candidates should indicate clearly in their application form the field for which they are applying.

II. QUALIFICATIONS

By selection from among officers in the grade of Nursing Officer who -

(a) reckon at least 10 years’ service in a substantive capacity in the grade including at least five years’ experience in General Nursing and at least two years’ working experience in the relevant field of speciality;

(b) have received training of at least one month in the relevant field of speciality;

(c) possess good communication and interpersonal skills; and

(d) are able to interact with people of different backgrounds.

Note

Candidates should produce written evidence of experience claimed.

III. DUTIES AND SALARY

1. To be responsible to the officer-in-charge of the Unit of the relevant field of speciality or an officer designated by him for -

   (i) carrying out clinical activities pertaining to his speciality;

   (ii) counselling the general public in matters relating to his field of speciality;

   (iii) liaising with the Nursing Administrators and Heads of Allied Services as regards implementation of any in-service training programmes for students, whenever necessary and participating in community mobilisation in connection with work of his speciality;
(iv) carrying out surveys, making data entries, keeping appropriate records and providing reports and statistical data, as and when required;

(v) participating in the conduct of nursing examinations;

(vi) conducting educational programmes in his field of speciality;

(vii) receiving, assisting and following up of patients;

(viii) ensuring infection control by educating health care workers for the adoption of universal precautions in public and private settings;

(ix) participating in meetings and attending committees, whenever required;

(x) controlling supplies and stores and keeping inventory; and

(xi) ensuring the maintenance and cleanliness of Day Care Centres, mobile caravan, and health care points, equipment and instruments and requisitioning replacements, whenever required.

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 Specialised Nurse in the roles ascribed to him.

**Note**

Specialised Nurses will be required to work at staggered hours including Sundays and Public Holidays.

The permanent and pensionable post carries salary in scale Rs 22,175 x 750 – 29,675 x 900 – 34,175 x 1,200 – 37,775 QB 39,275 x 1,500 – 40,775 a month plus salary compensation at approved rates.

**IV. 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.

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.

V. CLOSING DATE

Applications should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side, not later than 3.00 p.m. on Monday 25 May 2015.

Date: 05 May 2015

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