DISCIPLINED FORCES SERVICE COMMISSION CIRCULAR NOTE NO. 3 OF 2014

Vacancy for Post of Principal Hospital Officer (Female)
Mauritius Prison Service

Applications are invited from qualified officers of the Mauritius Prison Service who wish to be considered for appointment as Principal Hospital Officer (Female) in the Mauritius Prison Service.

II. QUALIFICATIONS

By selection from among officers in the grade of Senior Hospital Officer (Female) who reckon at least two years’ service in a substantive capacity in the grade and who -

(a) possess good administrative and organising abilities;

(b) possess good leadership qualities; and

(c) are capable of dealing with crisis situation.

III. ROLE AND RESPONSIBILITIES

To be responsible for the effective management of the health service of the respective unit such that detainees are provided with a comprehensive health care.

IV. DUTIES AND SALARY

1. To be responsible for –

   (i) the supervision and day-to-day running of the Medical Centre and dispensaries at all penal institutions;

   (ii) the pharmacy of the health service of Prison and the preparation and/or issue of medicines and drugs to all penal institutions;

   (iii) the carrying out of treatment prescribed by the Medical and Health Officer/Senior Medical and Health Officer or any Government Medical Officer;

   (iv) the regular weighing of detainees;

   (v) the keeping of all ledgers and vouchers up-to-date; and

   (vi) the submission of a monthly and an annual health related statistics to the Commissioner of Prisons through the Chief Hospital Officer.

2/.....
2. To assist the Chief Hospital Officer in the performance of his duties.

3. To ensure that all directives given by the Medical and Health Officer/Senior Medical and Health Officer or Chief Hospital Officer are complied with.

4. To maintain high nursing and hygienic norms.

5. To be responsible for the organisation of rehabilitation and support programmes for substance abusers and detainees living with HIV/AIDS in prisons.

6. To plan, allocate and co-ordinate the work of subordinate staff.

7. To ensure the optimum use of resources.

8. To ensure that appropriate orders, directives are adhered to for the smooth running of the health service of the Mauritius Prison Service.

9. To perform such other duties as are laid down in the Reform Institutions Act, Prison Regulations and legislations in force.

10. To use ICT in the performance of her duties.

11. 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 Principal Hospital Officer (Female) in the roles ascribed to her.

The permanent and pensionable post carries salary in scale Rs 33,275 x 900 – 34,175 x 1200 – 37,775 x 1500 – 52,775 a month. However, for the year 2014, incumbents would draw salary at the discounted rate in accordance with Master Conversion Table of the Errors, Omissions and Anomalies Committee Report 2013.

V. MODE OF APPLICATION

1. Qualified candidates should submit their applications on **DFSC 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 and Disciplined Forces Service Commissions, 7, Louis Pasteur Street, Forest Side or from the Enquiry Counter of the Mauritius Prison Service, Prisons Headquarters, Beau Bassin or from the Chief Commissioner’s Office, Port Mathurin, Rodrigues or from the offices of the Mauritius High Commission/Embassies overseas.

2. Application should be submitted in duplicate, the original to be sent directly to the Secretary, Disciplined Forces Service Commission and the duplicate through the Commissioner of Prisons.
3. This circular together with the application form (DFSC Form 7) are available on the website of the Public and Disciplined Forces Service Commissions at http://psc.gov.mu

4. Online application can also be submitted through the government web portal at http://www.gov.mu

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, Disciplined Forces Service Commission, 7, Louis Pasteur Street, Forest Side, not later than 3.00 p.m. on 4 April 2014

Date: 25 March 2014

Disciplined Forces Service Commission,
7, Louis Pasteur Street,

FOREST SIDE.