Public Service Commission Circular Note No. 20 of 2013

Vacancy for the Post of Deputy Director, Nursing
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 Deputy Director, Nursing in the Ministry.

II. Qualifications

A. By selection from among officers in the grades of –

(a) Regional Nursing Administrator;
(b) Nursing Administrator (Male);
(c) Nursing Administrator (Female); and
(d) Nursing Supervisor (Male) and Nursing Supervisor (Female) who reckon at least three years’ service in a substantive capacity in their respective grade.

B. Candidates should –

(i) have demonstrated qualities of leadership; and
(ii) possess organising and supervisory abilities.

III. Duties and Salary

1. To be responsible to the Director, Nursing for –

(a) the organisation and staffing of nursing and midwifery services in consultation with Regional Nursing Administrators;
(b) carrying out regular inspections to ensure that nursing and midwifery care is carried out in accordance with approved standards in all health care institutions and a customer-oriented service is provided to the public;
(c) promoting and maintaining good relationship and team spirit between the nursing/midwifery services and other services and the community; and
(d) co-ordinating activities in regional hospitals.
2. To understudy the Director, Nursing and assist the latter in the performance of his/her duties particularly in –

(a) setting, maintaining and improving standards and procedures of nursing and midwifery care;

(b) exercising disciplinary control over nursing and midwifery staff;

(c) initiating policy changes;

(d) participating in professional, technical and administrative committees/boards;

(e) collaborating with the Central School of Nursing or any other educational institution for the furtherance of post-basic courses, in-service educational programmes and continuous education for both nursing/midwifery personnel; and

(f) conducting enquiries into complaints, as and when required, concerning the Nursing cadre and making appropriate recommendations.

3. To perform such cognate duties as may be assigned.

NOTE

The Deputy Director, Nursing is, first and foremost, a nurse by profession and through his/her mature personality, developed critical sense and good judgment, should inspire confidence around him/her and with that end in view, should perform and assume any other duties or responsibilities not listed above but that will be conducive to the smooth running of the service and for the good name of the Ministry.

The permanent and pensionable post carries salary in scale Rs 47,100 x 1,500 – 57,600 x 1,800 – 64,800 a month.

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.gov.mu

4. On-line 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.**

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 30 May, 2013.**

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Public Service Commission,
7, Louis Pasteur Street,

**FOREST SIDE.**

Date: 10 May, 2013