Applications are invited from qualified officers of the Ministry of Health and Quality of Life who wish to be considered for appointment as Principal Statistical Officer in the Ministry.

II. QUALIFICATIONS

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

(a) have strong leadership and organising skills;
(b) can work under pressure and meet deadlines; and
(c) are proactive.

III. ROLE AND RESPONSIBILITIES

To assist the Chief Health Statistician and Senior Health Statistician in the smooth delivery of the health statistical services and to guide and coach subordinate staff.

IV. DUTIES AND SALARY

1. To organise and supervise the collection, compilation, presentation and publication of data.
2. To develop performance indicators for subordinate staff.
3. To perform complex calculations and computations.
4. To monitor the work of Senior Statistical Officers and Statistical Officers.
5. To assist the Health Statisticians in –
   (i) the organisation and conduct of surveys, including design of samples;
   (ii) the application of advanced statistical methods and the analysis of statistical data;
   (iii) making forecasts and projections;
   (iv) the preparation of technical reports and statistical digests;
   (v) evaluation of health programmes;
   (vi) the dissemination of health information; and
   (vii) the preparation of statistical tables for publication.
6. To call at hospitals and other health institutions, as and when required, in connection with data collection and quality checks.
7. To make use of software for computer processing.
8. 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 Statistical Officer in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 23,675 x 750 – 29,675 x 900 – 34,175 x 1,200 – 37,775 x 1,500 – 40,775 a month. However, for the year 2014, the incumbent would draw salary at the discounted rate in accordance with the Master Conversion Table of the Errors, Omissions and Anomalies Committee Report 2013.

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.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.

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 24 September 2014.

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

Date: 4 September 2014