PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 32 OF 2013

Vacancy for the Post of Principal Nurse Educator
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 Principal Nurse Educator in the Ministry.

II. QUALIFICATIONS

By selection from among officers in the grade of Senior Nurse Educator who reckon at least four years’ service in a substantive capacity in the grade and who possess good organising and interpersonal skills.

III. ROLE AND RESPONSIBILITIES

To be responsible for maintaining a high standard of quality nursing education that prepares the nursing workforce for a diverse and ever-changing health care environment.

IV. DUTIES AND SALARY

The duties attached to the post of Principal Nurse Educator are listed in the Annex to this Circular Note.

The permanent and pensionable post of Principal Nurse Educator carries salary in scale Rs 40,775 x 1,500 – 58,775 x 1,800 – 62,375 a month. However, for the year 2013 and 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 22 August, 2013.

Date: 02 August, 2013

Public Service Commission, 7, Louis Pasteur Street, FOREST SIDE.
Annex to Public Service Commission Circular Note No. 32 of 2013

Duties attached to the Post of Principal Nurse Educator
Ministry of Health and Quality of Life

1. To be responsible to the Director, Nursing through the Head, School of Nursing for the following duties -

(A) PROFESSIONAL

(i) organising and carrying out all basic and post-basic teaching courses in nursing and allied subjects;

(ii) participating in in-service training;

(iii) providing guidance to subordinate staff;

(iv) acting as examiner in statutory or non-statutory examinations or assessments, whenever required;

(v) participating in the Nurse Education Committee, Examination Board and in meetings;

(vi) analysing and reviewing the implications of developments in educational methods and, in the context of nurse training programmes, submitting to appropriate authorities proposals in connection with the introduction of new methods and of changes in course contents;

(vii) liaising with the Nursing Administrators and/or the heads of allied services as regards the implementation of training policies; and

(viii) advising on the physical facilities to be provided for the School of Nursing as well as on the personnel, equipment and furniture.

(B) ADMINISTRATIVE

(i) carrying out the general administration of the School;

(ii) preparing annual school programmes;

(iii) organising the preparation of detailed training programmes;

(iv) preparing annual estimates for the School and subsequently incurring expenditure within approved financial allocations;

(v) supervising and monitoring the work of the staff of the teaching department and ensuring that work is done efficiently;

(vi) preparing and submitting a list of annual requirements for the School of Nursing and reporting requirements of staff and teaching equipment;

(vii) arranging the participation of visiting lecturers in the educational programme;
(viii) convening regular meetings of teaching staff;
(ix) liaising and co-ordinating with officers of other departments for the smooth running of the School;
(x) reporting on the work of the School and on subordinate staff;
(xi) allocating specific duties to members of the staff either at the School or hospitals or in the annexed health institutions;
(xii) convening and chairing the Nurse Education Committee on a regular basis.
(xiii) being responsible for the medical examination and immunisation of all new trainees;
(xiv) allocating new trainees to different institutions for their clinical and practical training and liaising with the Nursing Administrators of the hospitals or the officer concerned in other institutions with a view to ensuring that the requirements and objectives of the training are met; and
(xv) visiting training sites and guiding teachers.

(C) HUMAN RESOURCE

(i) participating as members of selection panels, whenever required;
(ii) introducing subordinate staff to their duties;
(iii) counselling Nurse Educators, Midwife Educators, clinical instructors, trainees and other appropriate members of the staff;
(iv) co-ordinating grant of leave to all staff members;
(v) recommending appropriate courses for members of the staff with a view to developing their skills;
(vi) assessing through regular tests, the progress of trainees and certifying whether they have complied with the approved training requirements;
(vii) developing management skills of subordinate staff; and
(viii) ensuring the general safety and welfare of staff and trainees posted to the School.

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 Principal Nurse Educator in the roles ascribed to him.