Vacancies for Post of Public Health Nursing Officer  
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 Public Health Nursing Officer in the Ministry.

II. QUALIFICATIONS

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

(a) have successfully followed a post-basic course in Community Health Nursing, as approved and arranged by the Ministry;

(b) have communication and interpersonal skills; and

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

III. DUTIES AND SALARY

1. To be responsible to the Principal Public Health Nursing Officer through the Senior Public Health Nursing Officer of the Community Health Centre/Area Health Centre for the following –

   (i) assessing the health status and needs of individuals, families and the community;

   (ii) carrying out Acute Flaccid Paralysis Surveillance programme to eradicate Poliomyelitis in Mauritius;

   (iii) encouraging the community to participate in primary health care and in activities likely to improve the quality of life and solve community health problems;

   (iv) training, supervising, guiding and counselling subordinate staff forming part of the Community Health team;

   (v) collaborating with other development sectors and health institutions dealing with community health and providing support to all primary health programmes through health education, visits, talks or otherwise in relation to prevention of diseases and promotion of health;

   (vi) paying visits to –

      (a) Pre-primary, Primary and Secondary Schools as well as other educational institutions with a view to identifying and attending to the health needs of children; and

      (b) factories and other workplaces to identify occupational health hazards and initiate remedial action, as and when required.
(vii) attending meetings, seminars and conferences in the field of Community Health and participating in any environmental/community health programme;

(viii) organising and running properly baby clinics, ante-natal and post-natal clinics, immunisation services and other clinics for any vulnerable group including elderly people and following up any patient, as may be required;

(ix) monitoring growth and development of the newborn;

(x) participating fully in the Expanded Programme on Immunisation (EPI);

(xi) attending to cases of emergency, treating simple cases and, whenever required, referring cases to the Community Physician or to any appropriate health institution;

(xii) liaising with the hospital staff and providing follow-up treatment to discharged patients, for instance, rehabilitating and supporting them during home visit in conditions of chronic and terminal stages (palliative care);

(xiii) dispensing drugs and performing any technical nursing procedure;

(xiv) procuring, receiving and controlling all materials, drugs appliances and equipment necessary for the performance of his work;

(xv) keeping and providing reports and statistical data, as and when required, participating in health surveys and carrying out home visits;

(xvi) ensuring that nursing procedures, activities and decisions do not contravene standing regulations and laws;

(xvii) ensuring the protection of staff against occupational hazards;

(xviii) ensuring safety of clients and patients calling at the Community Health Centre/Area Health Centre, maintaining discipline and submitting reports accordingly, whenever required; and

(xix) maintaining discipline among subordinate staff.

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 Public Health Nursing Officer in the roles ascribed to him.

3/...
Note

Public Health Nursing Officers may be required to work outside normal working hours including Sundays and Public Holidays.

The permanent and pensionable post carries salary in scale Rs 20,675 x 750 – 29,675 x 900 – 34,175 x 1,200 – 37,775 a month. However, for the year 2013 and the year 2014, incumbents would draw salary at the discounted rate in accordance with the Master Conversion Table of the Errors, Omissions and Anomalies Committee Report 2013.

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 26 December 2013.

Date: 6 December 2013

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