PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 15 OF 2013

Vacancies for Post of Supervisor, Central Sterile Supply Department
Ministry of Health and Quality of Life

Applications are invited from qualified officers who wish to be considered for appointment as Supervisor, Central Sterile Supply Department in the Ministry of Health and Quality of Life.

II. QUALIFICATIONS

1. Candidates should possess:
   
   A. a Cambridge School Certificate with credit in at least five subjects including English Language, Chemistry, Physics and Mathematics obtained at not more than two sittings or
   
   passes not below Grade C in at least five subjects including English Language, Chemistry, Physics and Mathematics obtained at not more than two sittings at the General Certificate of Education “Ordinary Level” provided that at one of the sittings, passes have been obtained either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject.

   Note
   Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at “Principal Level” and one subject at “Subsidiary Level” as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations; and

   B. a Cambridge Higher School Certificate with passes at “Principal Level” in two science subjects including Physics or passes in two science subjects including Physics obtained on one certificate at the General Certificate of Education “Advanced Level”.

   OR

   Equivalent qualifications to A and B above acceptable to the Public Service Commission.

2. Candidates should be computer literate.

Note

1. Qualification at 1.A above should have been obtained prior to qualification at 1.B above.

2. Candidates should produce written evidence of knowledge claimed.
III. **DUTIES AND SALARY**

1. To be responsible to the Regional Health Director through the Superintendent, Central Sterile Supply Department for –
   
   (i) the day-to-day supervision of the work of the Department including the assembly and sterilising of packs, distribution to wards and departments;
   
   (ii) monitoring the work of CSSD Assistants;
   
   (iii) providing support in the training of CSSD Assistants; and
   
   (iv) issuing and recording all sterilised consumables.

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 Supervisor, Central Sterile Supply Department in the roles ascribed to him.

**NOTE**

Selected candidates will be appointed in a temporary capacity in the first instance and they will be required to undergo on-the-job training for a period of at least one year under the supervision of the Superintendent, Central Sterile Supply Department. They will draw a flat salary of Rs 15,000 a month or retain the salary of their substantive post, whichever is the higher.

On successful completion of the training, they will be considered for appointment as Supervisor, Central Sterile Supply Department in a substantive capacity, as and when vacancies occur.

The permanent and pensionable post carries salary in scale Rs 15,000 x 350 – 16,050 x 450 – 18,300 x 600 – 19,500 x 750 – 28,500 x 900 – 32,100 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.
Applications should be submitted **in duplicate**, the original to be sent directly to the Secretary, Public Service Commission and the duplicate through their respective Supervising/Responsible Officers.

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](http://psc.gov.mu).

On-line application can also be submitted through the government web portal at [http://www.gov.mu](http://www.gov.mu).

Acknowledgement of applications will be made as far as possible by **(e-mail). Candidates are therefore encouraged to submit their e-mail address.

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 Monday 03 June 2013.**

**Public Service Commission,**
7, Louis Pasteur Street,

**FOREST SIDE.**