PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 4 OF 2013

Vacancy for the Post of Manager, Hospital Logistics
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 Manager, Hospital Logistics in the Ministry.

II. QUALIFICATIONS

By selection from among serving officers of the Ministry who:-

(a) possess -

(i) a Cambridge Higher School Certificate or passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level”;

(ii) a degree in Engineering and Management or Management or Business Studies or Maintenance Management or Logistics Management from a recognised institution or a degree the major part of which is either Engineering and Management or Management or Business Studies or Maintenance Management or Logistics Management from a recognised institution; and

(iii) a Master’s Degree in the field of Engineering and Management or Management or Business Studies or Maintenance Management or Logistics Management from a recognised institution.

OR

Equivalent qualifications to (a)(i), (a)(ii) and (a)(iii) above acceptable to the Public Service Commission.

(b) reckon at least 12 years’ experience in Hospital Logistics and Transport Management or Environmental Management;

(c) possess leadership qualities and sound analytical, organisational, interpersonal and communication skills;

(d) have the ability to work under pressure and take initiatives; and

(e) are consistently committed to public sector goals and sound financial management.

Note

Qualification at (a)(i) above should have been obtained prior to qualification at (a)(ii) above and qualification at (a)(ii) above should have been obtained prior to qualification at (a)(iii) above. However, candidates who, as at 30 June 2008, did not possess the qualification at (a)(i) above but who possess the qualifications at (a)(ii) and (a)(iii) above, will also be considered provided they hold –
(a) a Cambridge School Certificate or passes obtained on one certificate at the General Certificate of Education “Ordinary Level” 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; and

(b) a PhD or a second Master’s Degree or a postgraduate diploma from a recognised institution.

OR

Equivalent qualifications to (a) and (b) above acceptable to the Public Service Commission.

Qualification at (a) under ‘Note’ should have been obtained prior to qualifications at (a)(ii) and (a)(iii) above and at (b) under ‘Note’.

NOTE

1. Candidates should produce written evidence of experience claimed.

2. The onus for the submission of equivalence of qualification (if applicable) from the relevant authorities rests on the candidates.

III. ROLE AND RESPONSIBILITIES

To plan, organise and ensure effective management of logistics pertaining to the Transport Division, mechanical and carpentry workshops, hospitals and other health institutions.

IV. DUTIES AND SALARY

1. To be responsible for the overall management of the Transport Division, mechanical and carpentry workshops and other logistics.

2. To advise on the formulation of policies relating to the effective and efficient planning and management of logistics for the hospital services.

3. To plan and advise on future acquisition of logistics for the Transport Division and the mechanical and carpentry workshops.

4. To provide logistic support in the minor renovation, extension and repair works of hospitals and other health infrastructure.

5. To provide technical advice in the preparation of maintenance plans and in the drafting of maintenance schedules for maintenance work at hospitals and other health institutions.

6. To work in close collaboration with heads of hospitals/units and assist them in improving services in the maintenance workshops.

7. To provide support to heads of hospitals/units for the enhancement of the environment of health institutions.

8. To promote staff welfare and ensure a conducive working environment.

9. To use ICT in the performance of his duties.
10. 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 Manager, Hospital Logistics in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 26,250 x 750 – 28,500 x 900 – 33,000 x 1,200 – 36,600 x 1,500 – 54,600 a month.

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 20 March, 2013.

Date: …28 February, 2013

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