

PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 20 OF 2024

Vacancy for Post of Medical Superintendent
Ministry of Health and Wellness

Applications are invited from qualified officers of the Ministry of Health and Wellness who wish to be considered for appointment as Medical Superintendent in the Ministry.

II. QUALIFICATIONS

By selection from among officers in the grade of Medical and Health Officer/Senior Medical and Health Officer who reckon at least eight years' service in a substantive capacity in the grade and who possess –

- (i) administrative and managerial skills; and
- (ii) interpersonal, communication and leadership skills.

NOTE

Candidates should produce written evidence of experience claimed.

III. ROLE AND RESPONSIBILITIES

To be responsible to the Regional Health Director for the efficient administration and delivery of quality health services in a Regional Hospital and its annexed health institutions.

IV. DUTIES AND SALARY

1. To assist the Regional Health Director, while posted to a Regional Hospital, in the running of the hospital and its annexed institutions generally and in particular of the Casualty and Unsorted Departments. While posted to a District Hospital, to have overall charge of the hospital and its annexed institutions.
2. To be responsible to the Regional Health Director for –
 - (i) managing the day-to-day operations of the hospital;
 - (ii) ensuring that the hospital and its annexed institutions are properly equipped and staffed;
 - (iii) exercising supervision and control over the staff in the hospital and its annexed institutions;
 - (iv) maintaining discipline and reporting on the work and conduct of the staff;

- (v) supervising the training of students, trainees, Pre-Registration House Officers and other relevant grades;
 - (vi) enlisting the support of patients and the public with a view to ensuring that optimum use is made of available resources; and
 - (vii) conducting survey and carrying out research on work output and training programmes.
3. To ensure all operations in the hospital and its annexed institutions adhere to the relevant health acts.
 4. To carry out clinical duties in the hospital and its annexed institutions.
 5. To use ICT in the performance of his duties.
 6. 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 Medical Superintendent in the roles ascribed to him.

Note

Medical Superintendents may be required to share the night duty roster for medical coverage at night, during weekends, on Public Holidays and on officially declared cyclone days.

The permanent and pensionable post carries salary in scale Rs 68,000 x 1,800 – 69,800 x 2,000 – 75,800 x 2,150 – 82,250 x 3,000 – 88,250 x 3,125 – 103,875 a month.

V. MODE OF APPLICATION

1. Qualified candidates should submit their application electronically *via* the website of the Public Service Commission at the following address:
<https://psc.govmu.org>
2. Candidates are requested to follow the procedures that can be accessed through the “**How to Apply**” option on the above address.
3. Candidates **should** also submit a printed copy of their Application Form, **duly signed**, through the Senior Chief Executive, Ministry of Health and Wellness.

4. For queries regarding **Username and Password**, the Government Online Centre (GOC) may be contacted on the e-mail address support@ncb.mu or on phone number **454 9955**.
5. For **technical support and other queries**, the helpdesk of the Public Service Commission may be contacted on the e-mail address pdsc@govmu.org or phone number **670 9705** or fax number **670 3417**.
6. Candidates are also advised to read carefully the **“NOTES AND INSTRUCTIONS FOR ONLINE APPLICATION (in response to PSC Circular Notes)”** before filling in the Application Form. Care should be taken to fill in the online Application Form correctly. **Incomplete, inadequate or inaccurate filling of the Application Form may entail elimination of the candidate.**

VI. CLOSING DATE

Online Applications should be submitted **not later than 15 00 hours (local time) on Monday 22 April 2024**. Applications received after the specified closing date and time will **not** be considered.

Date: 02 April 2024

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