

**PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 60 OF 2020**

**Vacancies for Post of Nursing Administrator (Female)**  
**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 Nursing Administrator (Female) in the Ministry.

**II. QUALIFICATIONS**

By selection from among officers in the grade of Nursing Supervisor (Female) who –

- (a) reckon at least one year's service in a substantive capacity in the grade; and
- (b) possess proven administrative and organisational abilities.

**Note**

Officers holding only the Mental Nursing Certificate or an equivalent qualification in mental nursing acceptable to the Public Service Commission will be considered for promotion against vacancies on the establishment of a psychiatric hospital only.

**III. DUTIES AND SALARY**

The duties attached to the post of Nursing Administrator (Female) are listed in the **Annex** to this Circular Note.

The permanent and pensionable post carries salary in scale Rs 38,350 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 62,950 a month.

**IV. MODE OF APPLICATION**

1. Qualified candidates should submit their application electronically *via* the website of the Public Service Commission at the following address: **<http://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** 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 & Password**, the Government Online Centre (GOC) may be contacted on the e-mail address **[support@ncb.mu](mailto: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\*\*](mailto: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.**

**V. CLOSING DATE**

Online Applications should be submitted **not later than 3.00 p.m. (local time) on Tuesday 26 January 2021**. Applications received after the specified closing date and time will **not** be considered.

**Date: 06 January 2021**

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

## **Annex to Public Service Commission Circular Note No. 60 of 2020**

### **Duties attached to the Post of Nursing Administrator (Female)** **Ministry of Health and Wellness**

To be responsible to the head of the hospital concerned and ultimately to the Director, Nursing for the administration and management of the nursing services in the hospital, its annexes and satellite dispensaries. She may be required to help the Director, Nursing or organise any post basic nursing course. The functions of the Nursing Administrator (Female) shall be:

#### **A. PROFESSIONAL**

1. To assume full responsibility for the nursing care and administration of the nursing services.
2. To plan and make projections on professional and personnel needs of the nursing and ancillary services.
3. To plan the training of the nursing and ancillary staff and implement approved programmes of training.
4. To plan, allocate and coordinate the work of the Nursing Supervisors (Female)/ Nursing Supervisors (Male).
5. To maintain high nursing and hygienic norms.
6. To advise the head of the hospital and the Director, Nursing on all nursing matters.
7. To promote/carry out research and studies relating to nursing practice.
8. To participate, whenever required, in any nurse educational committee or in the Examinations Board.
9. To ensure coordination with Nursing School authorities for the practical training and the placing of Trainee Nurses and Trainee Midwives in accordance with the approved programmes of training.
10. To collaborate and coordinate with medical and para-medical staff for the smooth running of the institution and its annexes and the prompt and effective management of patients.
11. To perform such cognate duties as may be assigned.

#### **B. ADMINISTRATIVE**

12. To ensure that all records concerning nursing care and nursing personnel are properly kept as well as the confidentiality of the personal file of each and every member of the nursing staff.

13. To ensure the coordination and collaboration of the nursing staff with other units or department personnel and ensure that all wards/points are properly staffed, equipped and maintained.
14. To conduct enquiries into complaints concerning the nursing and ancillary staff and make appropriate recommendations.
15. To pay surprise visits after normal office hours and submit reports thereon.
16. To participate, whenever required, in any committee that may be set up.
17. To prepare estimates of the establishments and equipment required for the nursing services and subsequently contain expenditure within approved financial allocations.
18. To compile information on the nursing services and submit reports whenever required.
19. To propagate policy changes amongst the nursing staff.
20. To ensure in collaboration with medical and supporting staff the safety of patients.
21. To perform such cognate duties as may be assigned.

**C. PERSONNEL**

22. To act, whenever required, as member of the selection panels in connection with the appointment of junior staff.
23. To introduce the Nursing Supervisors (Female)/Nursing Supervisors (Male) to their duties and coordinate their leave.
24. To complete Performance Appraisal Forms on Charge Nurses (Female)/Charge Nurses (Male), endorse or amend reports on Nursing Officers, Midwives, Trainee Nurses, Trainee Midwives, etc., and assist in reporting on Nursing Supervisors (Female)/Nursing Supervisors (Male) in the context of their Performance Appraisal Forms.
25. To submit ad-hoc confidential report on nursing and ancillary staff, whenever requested.
26. To be responsible for the welfare of the nursing staff and represent nursing interests at meetings and committees.
27. To exercise leadership in the Hospital Nursing Service and to develop management skills of subordinate staff.

28. To perform such cognate duties as may be assigned.

**NOTE**

The Nursing Administrator (Female) is first and foremost a nurse by profession and through her mature personality, developed critical sense and good judgment, should inspire confidence around her, and with that end in view should perform and assume any other duties or responsibilities not listed above but that will be conducive to the smooth running of the service under her charge and for the good name of the institution.