

PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 7 OF 2021

Vacancy for Post of Director, Health Services **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 Director, Health Services in the Ministry of Health and Wellness.

II. QUALIFICATIONS

- A. By selection from among medical practitioners who reckon at least 10 years' service in a substantive capacity in the Ministry and who possess a postgraduate qualification of at least one academic year of study in any clinical speciality or Public Health or Primary Health Care from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.
- B. Candidates should –
- (i) reckon at least five years' cumulative experience in managing a Specialised Unit/Department, a medical unit, a hospital or a health region;
 - (ii) possess strong administrative and managerial abilities; and
 - (iii) possess strong leadership and communication skills.

NOTE

1. Candidates should produce written evidence of experience claimed.
2. **The onus for the submission of experience claimed and equivalence of qualification (if applicable) from the relevant authorities (Higher Education Commission or Mauritius Qualifications Authority) rests on the candidates. Applications will not be considered in case of non-submission of written evidence of experience claimed and Equivalence Certificate, as appropriate, by the closing date.**

III. ROLE AND RESPONSIBILITIES

To assist in the formulation and implementation of health policies in line with Government programmes.

IV. DUTIES AND SALARY

1. To be responsible to the head of the Ministry through the Director-General, Health Services for the performance of the following duties –

General

- (i) To ensure the execution of all Government health policies related to the implementation of curative, preventive, promotion and rehabilitative services, in close collaboration with Regional Health Directors/Consultants-in-Charge and heads of other related services and sectors.
- (ii) To formulate, plan, manage, implement and evaluate health policies and programmes.
- (iii) To formulate appropriate health legislation in line with Government policies.
- (iv) To coordinate health programmes in liaison with the Regional Health Directors and other heads of health institutions for the purpose of regular information exchange, manpower development, monitoring and evaluation of health services.
- (v) To make arrangements for the provision of the necessary staffing – professional, technical and supporting and their appropriate training for the smooth running of the health institutions under his responsibility.
- (vi) To promote an interdisciplinary approach to health management and sound managerial processes.
- (vii) To administer and ensure enforcement of all legislation relating to health matters.

AND

I. For Curative Services

- (i) To ensure that policy decisions relating to the services at hospitals and annexed institutions are implemented in accordance with approved policies.
- (ii) To ensure the efficient management and functioning of the hospital services and annexed institutions in collaboration with the Regional Health Directors and other heads of health services.
- (iii) To administer all legislation relating to hospitals, private clinics, pharmacies, the practice of medicine, the medical care and fitness of Government employees and injured workers.

- (iv) To exercise proper control on the management and running of all health institutions for the treatment of patients.
- (v) To ensure provision of effective care, quality assurance, medical auditing and best use of available resources.

II. For Public Health

- (i) To ensure that policy decisions relating to Public Health are implemented in accordance with approved policies.
- (ii) To ensure the efficient management and functioning of all health and sanitary institutions, apart from hospitals and annexed institutions, for the treatment of patients.
- (iii) To exercise proper control on the management and running of the following –

Environmental Health Services;
Vector and Pest Control;
Food Safety;
Implementation of International Health Regulations;
Epidemiological Surveillance of Communicable Diseases;
Occupational Health Services;
Vector Biology and Control Division;
Government Analyst Division; and
Immunisation Services.

- (iv) To administer all legislation relating to Public Health and environmental sanitation.

III. For Primary Health Care/Non-Communicable Diseases

- (i) To ensure that policy decisions regarding Primary Health Care/Non-Communicable Diseases, family health, Maternal and Child Health, Family Planning, nutrition and health education are properly implemented in accordance with approved policies.
- (ii) To ensure the efficient management and functioning of Health Centres.
- (iii) To coordinate the running of effective Primary Health Care Services.
- (iv) To ensure the upgrading of Health Centres in order to satisfy the needs for improved health care to the community.
- (v) To oversee all research activities in the field of Primary Health Care and Non-Communicable Diseases.

IV. For Planning and Development

- (i) To design development plans and health programmes in accordance with approved policies.
- (ii) To supervise and monitor the implementation of approved development health plans and projects and ensure their execution within planned periods.
- (iii) To assess health needs of the population and prepare health strategies accordingly.
- (iv) To participate in bilateral and multilateral cooperation issues in the field of health.

V. For Research and Training

- (i) To collect, analyse, disseminate and exchange relevant health information and statistics.
- (ii) To oversee pre-registration medical training.
- (iii) To evaluate health programmes and the implementation of health policies.
- (iv) To plan, execute and evaluate training programmes of the health sector.
- (v) To oversee undergraduate and postgraduate medical education.
- (vi) To run and coordinate the activities of different units/divisions of the Ministry of Health and Wellness dealing with health sector training, health systems research and development.
- (vii) To coordinate all examinations related to training conducted by the Ministry.
- (viii) To organise and manage effectively the Health Information, Education and Communication sector.
- (ix) To be responsible for ethical matters and clinical trials.
- (x) To establish appropriate framework for research and training.

- 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 Director, Health Services in the roles ascribed to him.

The permanent and pensionable post carries a flat salary of Rs 113,000 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 Public Service, Administrative and Institutional 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 Commissions/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 Wellness.
3. This circular together with the Application Form (PSC Form 7) are available on the website of the Public Service Commission at **<http://psc.govmu.org>**.
4. Acknowledgement of applications will be made, as far as possible, by **e-mail**. Candidates are, therefore, advised to submit their e-mail address.
5. Candidates are also 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 candidates.**

VI. CLOSING DATE

Application Forms should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest-Side **not later than 3.00 p.m. (local time) on Tuesday 16 March 2021.** Application Forms received after the specified closing date and time will **not** be considered.

Date: 24 February 2021

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