

MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 29 OF 2021

Vacancy for Post of National Dialysis Co-ordinator
Ministry of Health and Wellness

Applications are invited from qualified candidates who wish to be considered for appointment as National Dialysis Co-ordinator in the Ministry of Health and Wellness.

II. AGE LIMIT

Candidates, unless already in the Service, should not have reached their **40th** birthday by the closing date for the submission of applications.

III. QUALIFICATIONS

Candidates should:

- (i) be fully registered as a Nurse in accordance with legislation in force in Mauritius;
- (ii) possess a certificate in Nephrology from a recognised institution; and
- (iii) have a least seven years' experience in haemodialysis management and care.

NOTE

1. Candidates should produce written evidence of all experience claimed.
2. **The onus for the submission of written evidence of experience claimed and equivalence of qualifications (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.**
3. Candidates may be required to sit for a written examination as part of the selection process.
4. The Commission reserves the right:
 - (i) to convene **only** the best qualified candidates for interview; and
 - (ii) not to make any appointment following this advertisement.

IV. DUTIES AND SALARY

1. To be responsible to the Director, Nursing for the efficient and effective administration of the Haemodialysis Unit which include:-
 - (i) the maintenance of high standard of nursing care to patients; and
 - (ii) the co-ordination of clinical and technical haemodialysis practice in all hospitals.
2. To advise on the procurement of:-
 - (i) consumables used for dialysis; and
 - (ii) equipment and materials used for dialysis departments.
3. To advise on matters affecting haemodialysis nursing policy.
4. To study, set and review standards and procedures of haemodialysis nursing care.
5. To participate in the running of in-service training programme and supervise the training of nursing and ancillary staff in haemodialysis procedures.
6. To investigate serious mishaps and complaints and report to the Director, Nursing.
7. To advise staff on principles of infection control.
8. To monitor, control and evaluate the health status of patients.
9. To initiate and develop new ideas and methods and encourage staff to adopt the same progressive attitude.
10. To co-operate and participate actively, whenever required, with medical and other staff in the care of patients in relation to dialysis treatment.
11. To take all possible steps to safeguard the welfare and safety of patients and staff.
12. To communicate with patients' relatives, as and when required.
13. To advise on the setting up of haemodialysis unit, including its physical set-up.
14. To ensure that the units are adequately staffed and equipped and submit staffing and equipment requirements.
15. To control supplies of stock and preventive maintenance and ensure the proper functioning of dialysis equipment.

16. To check by inspection and through reports that works are carried out in accordance with approved policy and that a satisfactory service is provided in all the dialysis centres.
17. To collaborate and liaise with heads of other sections.
18. To perform such cognate duties as may be assigned.

Note

1. The National Dialysis Co-ordinator is expected to work, as and when required, during week-ends, on Public Holidays and outside normal working hours.
2. The National Dialysis Co-ordinator is first and foremost a nurse by profession and through his mature personality, developed critical sense and good judgement, should inspire confidence around him 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 his charge.

The permanent and pensionable post carries salary in scale Rs 28,625 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 48,425 a month.

V. MODE OF APPLICATION

1. Qualified candidates are advised to submit their application **electronically** at the following address:

<https://psc.govmu.org>
2. Candidates may also apply electronically at the Enquiry Counter of the Public Service Commission, 7, Louis Pasteur Street, Forest Side from **9.00 a.m. to 3.30 p.m. on weekdays and not later than 3.00 p.m. on the closing date.**
3. Candidates are requested to follow the procedures that can be accessed through the “**How to Apply**” option on the above address.
4. Candidates already in the service **should** also submit a printed copy of their electronic Application Form, **duly signed**, through their respective Supervising Officer/Responsible Officer.
5. Acknowledgement of applications will be made, as far as possible, by **e-mail**. Candidates are, therefore, advised to submit their e-mail address.

6. For queries regarding **Username & Password**, the Government Online Centre (GOC) may be contacted on the e-mail address **support@ncb.mu** or on phone number **454 9955**.
7. 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**.
8. Candidates are also advised to read carefully the “**NOTES AND INSTRUCTIONS FOR ONLINE APPLICATION (in response to Public Advertisement)**” 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.**
9. The Commission reiterates its request to candidates to submit their application electronically. However, qualified candidates not applying online may 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.

VI. CLOSING DATE

Applications should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side **not later than 3.00 p.m. (local time) on Thursday 01 July 2021**. Applications received after the specified closing date and time will **not** be considered.

Date: 11 June 2021

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