

PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 28 OF 2021

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

II. QUALIFICATIONS

A. By selection from among officers in the grades of -

- (i) Senior Emergency Physician who reckon at least three years' service in a substantive capacity in the grade or an aggregate of at least seven years' service in a substantive capacity in the grades of Senior Emergency Physician and Emergency Physician; and
- (ii) Specialist/Senior Specialist in the field of Anaesthesia who reckon at least seven years' service in a substantive capacity in the grade and who possess practical experience in Emergency Medicine.

B. Candidates should -

- (i) possess good organising, managerial and conceptual skills;
- (ii) be assertive and proactive; and
- (iii) have the ability to lead and motivate a large staff in emergencies.

Candidates should produce written evidence of experience claimed.

III. ROLE AND RESPONSIBILITIES

To be responsible for the provision of an efficient and effective Emergency Medical Services.

IV. DUTIES AND SALARY

1. To be responsible to the Director-General Health Services through the Director, Health Services for the following duties -
 - (i) the management, on a national level, of the Control Room of the Emergency Medical Service (EMS) and its respective units at the Regional Hospitals and to advise on matters pertaining to Emergency Services;

- (ii) planning, organising and supervising the work of the personnel and ensuring the day-to-day running of the EMS Units;
 - (iii) co-ordinating the work of the Senior Emergency Physician and Emergency Physicians and advising them, as appropriate;
 - (iv) forecasting needs in terms of human resources (medical and paramedical) and equipment for the different EMS Units;
 - (v) ensuring that optimum use is made of human, financial and material resources in the EMS Units;
 - (vi) conducting research projects in the field of Emergency Medicine;
 - (vii) organising regular training programmes for medical and paramedical staff of the EMS Units; and
 - (viii) co-ordinating activities related to the collection, analysis and interpretation of statistical data for the EMS Units.
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, Emergency Services in the roles ascribed to him.

The permanent and pensionable post carries a flat salary of Rs 101,000 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 **<https://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 candidate.**

VI. CLOSING DATE

Application Forms should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side **not later than 15 00 hours (local time) on Wednesday 11 August 2021.** Applications received after the specified closing date and time will **not** be considered.

Date: 22 July 2021

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