

PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 52 OF 2021

Vacancies for Post of Regional Nursing Administrator **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 Regional Nursing Administrator in the Ministry.

II. QUALIFICATIONS

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

- (a) Nursing Administrator (Male);
- (b) Nursing Administrator (Female); and
- (c) Nursing Supervisor (Male) and Nursing Supervisor (Female) who have served for at least three years in a substantive capacity in that grade.

B. Candidates should:

- (i) be good administrators and be able to co-ordinate and monitor regularly nursing and midwifery activities within their region so as to achieve the best possible results; and
- (ii) possess a strong personality, capable of exacting discipline and maintaining proper professional standards.

III. DUTIES AND SALARY

1. To be responsible to the Regional Health Director for administrative purposes and to the Director, Nursing for technical purposes for:

- (i) the management of the nursing/midwifery services within his/her region;
- (ii) establishing an organisational framework within the region whereby the nursing/midwifery care of the community can be provided effectively and efficiently;
- (iii) co-ordinating the activities of the nursing and midwifery staff and ensuring that optimum use of the human resources is made within the region, a high standard of discipline is maintained and the standing regulations are complied with;
- (iv) establishing and maintaining an effective system of records and reports on nursing and midwifery staff;

- (v) formulating policies regarding the philosophy, objectives and standards of nursing/midwifery care for patients and ensuring that such policies are implemented, reviewed and evaluated;
 - (vi) participating in programming health education activities leading to self care of the community and improving its health status and evaluating regularly such activities;
 - (vii) promoting and maintaining the general welfare of the nursing/midwifery staff working in the region and ensuring that a high morale is maintained;
 - (viii) promoting and maintaining good relationship, team spirit, respect and harmony among the personnel and also ensuring effective communication to enhance good public relations;
 - (ix) participating in professional, technical and administrative committees/boards, as and when required, with a view to keeping the nursing and midwifery personnel aware of developments in the field of nursing/midwifery;
 - (x) collaborating with the Central School of Nursing or any other educational institution for the furtherance of post-basic courses, in-service education and training and continuing education for both the nursing/midwifery personnel;
 - (xi) initiating, promoting and participating in training and research activities;
 - (xii) reviewing and monitoring clinical practice in the health institutions of the region, keeping abreast of the special requirements for patients and providing at all times a customer-oriented service to the community; and
 - (xiii) effecting surprise visits within/after normal office hours at health centres/hospitals and submitting reports thereon.
2. To perform such cognate duties as may be assigned.

The permanent and pensionable post carries salary in scale Rs 43,850 x 1,525 – 49,950 x 1,625 – 62,950 x 1,850 – 68,500 x 1,950 – 70,450 a month.

IV. 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.**

V. 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 03 November 2021.** Application Forms received after the specified closing date and time will **not** be considered.

Date: 14 October 2021

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