

PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 50 OF 2021

Vacancies for Post of Deputy Chief Hospital 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 Deputy Chief Hospital Administrator in the Ministry.

II. QUALIFICATIONS

By selection from among officers in the grade of Regional Health Services Administrator who reckon at least two years' service in a substantive capacity in the grade and who -

- (i) have strong administrative and organising abilities;
- (ii) possess good interpersonal and communication skills; and
- (iii) have initiatives and strong leadership qualities.

III. ROLE AND RESPONSIBILITIES

To assist in the non-medical aspects of administration and management of hospitals and annexed health institutions and to co-ordinate the administration of the related services and ensure their efficient delivery.

IV. DUTIES AND SALARY

1. To assist the Chief Hospital Administrator in the performance of his duties and to deputise for him, as and when required.
2. To supervise and co-ordinate the work of the Regional Health Services Administrators and Hospital Administrators, and to provide relevant guidance and advice.
3. To contribute to the proper functioning of health services including transport, stores, catering and other logistic support.
4. To assist in the health planning functions of the Ministry.
5. To provide advice and participate in matters relating to training and continuing education programmes for officers of the Hospital Administrator Cadre.
6. To ensure the effective and judicious use of resources.
7. To use ICT in the performance of his duties.
8. 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 Deputy Chief Hospital Administrator in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 46,900 x 1,525 – 49,950 x 1,625 – 62,950 x 1,850 – 68,500 x 1,950 – 70,450 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 Thursday 21 October 2021.** Applications received after the specified closing date and time will **not** be considered.

Date: 01 October 2021

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