

MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 106 OF 2021

Vacancy for Post of Hospital Administrator
Ministry of Health and Wellness

Applications are invited from qualified candidates who wish to be considered for appointment as **Temporary** Hospital Administrator 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 possess:

A. (i) The Associateship of the Institute of Health Services Management (AHSM) of the United Kingdom

or

(ii) The Associateship of the Chartered Institute of Secretaries and Administrators

or

(iii) A degree in Hospital Administration or Public Administration or Hospitality Management or Management with Public Administration from a recognised institution.

OR

Equivalent qualifications to A(i), A(ii) and A(iii) above acceptable to the Public Service Commission.

B. Candidates should –

(i) have a proper understanding of the principles of institutional management and human resource administration;

(ii) be able to take prompt and precise decisions;

(iii) have good managerial and problem-solving abilities;

(iv) possess communication, interpersonal and leadership skills; and

(v) be computer literate.

Note

1. Candidates should produce written evidence of knowledge claimed.
2. **The onus for the submission of written evidence of knowledge 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 knowledge claimed and Equivalence Certificate, as appropriate, by the closing date.**
3. Candidates may be required to take part in a written examination.
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.

NOTE

Selected candidates will be appointed in a temporary capacity in the first instance for a period of at least 12 months during which they will be required to follow on-the-job training in all aspects of the work of Hospital Administrator. On satisfactory completion of the training and on being favourably reported upon, they will be considered for appointment as Hospital Administrator in a substantive capacity.

IV. DUTIES AND SALARY

1. To be responsible to the Regional Health Director through the Regional Health Services Administrator and the Chief Hospital Administrator for –
 - (a) the non-medical aspects of administration of hospitals under his charge and of the annexed health institutions;
 - (b) organising a proper internal system of control of the catering, Procurement and Supply and other divisions falling under his responsibility;
 - (c) exercising supervision over linen and laundry services, utility services, sterile supply services, transport as well as domestic services;
 - (d) ensuring the smooth functioning of the engineering services in respect of buildings and plants and of services dealing with tools, equipment and surgical instruments;
 - (e) preparing and monitoring the budget of the hospitals and the annexed health institutions;
 - (f) participating in the planning and commissioning of projects;

- (g) dealing with security matters in the hospitals and in the annexed health institutions;
 - (h) ensuring that the hospital and the annexed health institution –
 - (i) are properly equipped, staffed and that all human resource matters are promptly dealt with at the level of the hospital;
 - (ii) are being run in an efficient manner and that optimum use is made of available resources;
 - (iii) are effectively implementing policies of the Ministry through proper co-ordination and link between regions; and
 - (iv) are maintaining effective communication to enhance good public relations.
 - (i) assisting in preparing the annual report.
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 Hospital Administrator in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 28,225 x 825 – 35,650 x 900 – 37,450 x 950 – 42,200 x 1,300 – 46,100 x 1,575 – 49,250 x 1,650 – 54,200 x 1,700 – 62,700 a month.

Appointment in a temporary capacity in the grade carries a flat salary of Rs 28,225 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. Candidates already in the service **should** submit their application **in duplicate**, the original to be sent directly to the Secretary, Public Service Commission and the duplicate through their respective Supervising Officer/Responsible Officer.
3. This advertisement 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 02 February 2022.** Applications received after the specified closing date and time will **not** be considered.

Date: 13 January 2022

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