

**PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO.7 OF 2022**

**Vacancies for Post of Hospital Administrative Assistant**  
**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 Hospital Administrative Assistant in the Ministry.

**II. QUALIFICATIONS**

By selection from among officers in the grades of Hospital Executive Assistant (on shift) and Executive Officer (Health Services) who reckon at least three years' service in a substantive capacity in their respective grade.

**III. DUTIES AND SALARY**

1. To assist the Regional Health Services Administrator and the Hospital Administrator in the organisation and proper control of –
  - (i) catering services;
  - (ii) ancillary and allied services (including mortuary supportive services);
  - (iii) linen and laundry services;
  - (iv) utility services including transport, telephone, water supply, electricity and waste disposal; and
  - (v) minor infrastructural repairs/maintenance services.
2. To supervise the work of Hospital Executive Assistants (on shift) and Executive Officers (Health Services).
3. To enquire into complaints received, to make recommendations thereon and to ensure implementation of decisions.
4. To screen correspondence and to ensure that they are channelled to officers concerned.
5. To maintain a register of repairs of plant, furniture and fittings, machines, vehicles and medical/non-medical equipment and to ensure follow-up action.
6. To ensure –
  - (i) that the provisions contained in the Human Resource Management Manual and the Financial Management Kit are well interpreted and complied with;

- (ii) that the different cycles of Performance Management System of non-technical ancillary and subordinate staff are completed in time;
  - (iii) the training of subordinate staff as directed;
  - (iv) that stakeholders get all the information they require on the institution and the services it provides; and
  - (v) that effective and efficient use is made of human and material resources under his responsibility.
7. To attend to all public relation activities in the respective health region.
  8. To keep abreast of developments in the institution and its activities as well as in the health sector.
  9. To record the complaints of patients or visitors and to ensure, where necessary, that remedial action is taken.
  10. To assist the Regional Health Services Administrator and Hospital Administrator in maintaining effective communication to ensure good public relations.
  11. To monitor and ensure upkeep and cleanliness of corridors, stairs and external premises of the health institutions.
  12. To use ICT in the performance of his duties.
  13. 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 Administrative Assistant in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 29,050 x 825 – 35,650 x 900 – 37,450 x 950 – 42,200 x 1,300 – 46,100 x 1,575 – 47,675 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. Application Forms 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 09 March 2022.** Application Forms received after the specified closing date and time will **not** be considered.

**Date: 17 February 2022**

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