

## **PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 52 OF 2023**

### **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 46,100 x 1,575 – 49,250 x 1,650 – 54,200 x 1,700 – 64,400 x 1,800 – 69,800 x 2,000 – 75,800 x 2,150 – 77,950 a month.

#### **IV. MODE OF APPLICATION**

1. Qualified candidates should submit their application electronically *via* the website of the Public Service Commission at the following address:  
  
<https://psc.govmu.org>
2. Candidates are requested to follow the procedures that can be accessed through the **“How To Apply”** option on the above address.
3. Candidates **should** also submit a printed copy of their Application Form, **duly signed**, through the Senior Chief Executive, Ministry of Health and Wellness.

4. For queries regarding **Username and Password**, the Government Online Centre (GOC) may be contacted on the e-mail address [support@ncb.mu](mailto:support@ncb.mu) or on phone number **454 9955**.
5. For **technical support and other queries**, the helpdesk of the Public Service Commission may be contacted on the e-mail address [pdsc@govmu.org](mailto:pdsc@govmu.org) or phone number **670 9705** or fax number **670 3417**.
6. Candidates are also advised to read carefully the **“NOTES AND INSTRUCTIONS FOR ONLINE APPLICATION (in response to PSC Circular Notes)”** before filling in the Application Form. Care should be taken to fill in the online Application Form correctly. **Incomplete, inadequate or inaccurate filling of the Application Form may entail elimination of the candidate.**

#### **V. CLOSING DATE**

Online Applications should be submitted **not later than 15 00 hours (local time) on Wednesday 26 July 2023**. Applications received after the specified closing date and time will **not** be considered.

**Date: 06 July 2023**

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