

PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 75 OF 2023

Vacancy for Post of Head, School of Nursing **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 Head, School of Nursing in the Ministry.

II. QUALIFICATIONS

- A. By selection from among officers in the grades of -
- (i) Principal Nurse Educator who hold a substantive appointment in the grade; and
 - (ii) Senior Nurse Educator who reckon at least four years' service in a substantive capacity in the grade.
- B. Candidates should -
- (i) possess a Postgraduate Certificate in Management or Human Resource Management or Administration or Education from a recognised institution or an equivalent qualification acceptable to the Public Service Commission;
 - (ii) possess strong organising, conceptual and managerial skills;
 - (iii) possess strong interpersonal and communication skills;
 - (iv) possess tact and initiatives; and
 - (v) have the ability to lead a team of officers.

NOTE

The onus for the submission of equivalence of qualifications (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 Equivalence Certificate, as appropriate, by the closing date.

III. ROLE AND RESPONSIBILITIES

To be responsible for the continuing development, implementation and promotion of training programmes and the daily operation of the School of Nursing.

IV. DUTIES AND SALARY

1. To be responsible to the head of the Ministry through the Director, Nursing for the performance of the following duties –
 - (i) to enhance nursing education at all levels;
 - (ii) to manage and motivate all staff, to enable the trainees to receive skilled education in the subject, in a positive, encouraging and effective working environment;
 - (iii) to ascertain that examinations are properly and effectively conducted;
 - (iv) to assess the quality of teaching by attending lectures given by the tutorial staff and offer appropriate criticism with a view to enhancing nursing education;
 - (v) to ensure proper administration and technical control (including disciplinary control), organisation, staffing and coordination of nursing and midwifery education and submission of regular inspection reports thereon;
 - (vi) to plan and implement training in nursing and allied subjects;
 - (vii) to ensure the welfare of students and staff of the School of Nursing;
 - (viii) to organise and administer the various curricula and programmes and carry out regular evaluation thereof;
 - (ix) to ensure the preparation and submission of a list of annual requirements for the School of Nursing as well as to report requirements of staff and teaching equipment;
 - (x) to furnish such periodic reports, as and when required by the management team and the Nursing Council of Mauritius;
 - (xi) to plan for nursing service in the clinical areas in which trainees are posted; and
 - (xii) to attend meetings, as and when required.
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 Head, School of Nursing in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 52,550 x 1,650 – 54,200 x 1,700 – 64,400 x 1,800 – 69,800 x 2,000 – 75,800 x 2,150 – 82,250 x 3,000 – 85,250 a month.

V. 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** 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** 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.**

VI. CLOSING DATE

Online Applications should be submitted **not later than 15 00 hours (local time) on Thursday 05 October 2023**. Applications received after the specified closing date and time will **not** be considered.

Date: 15 September 2023

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