

PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 99 OF 2023

Vacancies for Post of Public Health Nursing Officer **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 Public Health Nursing Officer in the Ministry.

II. QUALIFICATIONS

By selection from among officers in the grade of Nursing Officer who reckon at least three years' service in a substantive capacity in the grade and who -

- (i) possess effective interpersonal and communication skills; and
- (ii) are able to interact with people of different backgrounds.

NOTE 1

Selected candidates will be appointed in a temporary capacity in the first instance and will be required to follow a post-basic course leading to a Certificate in Community Health Nursing for a period of at least nine months, as approved and arranged by the Ministry. On successful completion of the course, they will be considered for appointment as Public Health Nursing Officer in a substantive capacity, as and when vacancies occur.

NOTE 2

Public Health Nursing Officers will be required to follow a top up training programme leading to a National Diploma Level 6 in Nursing, as approved and arranged by the Ministry of Health and Wellness.

NOTE 3

Public Health Nursing Officers who possess the National Diploma Level 6 in Nursing will be allowed to proceed beyond the Qualification Bar (QB) in the salary scale of the post.

III. DUTIES AND SALARY

1. To be responsible to the Principal Public Health Nursing Officer through the Senior Public Health Nursing Officer of the Regional Public Health Nursing and the Vaccinations Office for the following –
 - (a) assessing the health status and needs of individuals, families and the community;
 - (b) carrying out Acute Flaccid Paralysis Surveillance programme to eradicate Poliomyelitis in Mauritius;

- (c) encouraging the community to participate in primary health care and in activities likely to improve the quality of life and solve community health problems;
- (d) training, supervising, guiding and counseling subordinate staff forming part of the Community Health team;
- (e) collaborating with other development sectors and health institutions dealing with community health and providing support to all primary health programmes through health education, visits, talks or otherwise in relation to prevention of diseases and promotion of health;
- (f) paying visits to –
 - (i) Pre-primary, Primary and Secondary Schools as well as other educational institutions with a view to identifying and attending to the health needs of children; and
 - (ii) factories and other workplaces to identify occupational health hazards and initiate remedial action, as and when required.
- (g) attending -
 - (i) meetings, seminars and conferences in the field of Community Health and participating in any environmental/community health programme; and
 - (ii) to cases of emergency, treating simple cases and, whenever required, referring cases to the Community Physician or to any appropriate health institution.
- (h) organising and running properly baby clinics, immunisation services and other clinics for any vulnerable group including elderly people and following up any patient, as may be required;
- (i) monitoring growth and development of the newborn;
- (j) participating fully in the Expanded Programme on Immunisation (EPI);
- (k) liaising with the hospital staff and providing follow-up treatment to discharged patients, for instance, rehabilitating and supporting them during home visit in conditions of chronic and terminal stages (palliative care);
- (l) dispensing drugs and performing any technical nursing procedure;

- (m) procuring, receiving and controlling all materials, drugs appliances and equipment necessary for the performance of his work;
 - (n) keeping and providing reports and statistical data, as and when required, participating in health surveys and carrying out home visits;
 - (o) ensuring –
 - (i) that nursing procedures, activities and decisions do not contravene standing regulations and laws;
 - (ii) the protection of staff against occupational hazards; and
 - (iii) safety of clients and patients calling at the Community Health Centre/Area Health Centre, maintaining discipline and submitting reports accordingly, whenever required.
 - (p) maintaining discipline among subordinate staff.
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 Public Health Nursing Officer in the roles ascribed to him.

Note

Public Health Nursing Officers may be required to work outside normal working hours including Sundays and Public Holidays.

The permanent and pensionable post carries salary in scale Rs 24,475 x 525 – 26,050 x 675 – 27,400 x 825 – 35,650 x 900 – 37,450 x 950 – 42,200 x 1,300 – 46,100 QB 47,675 x 1,575 – 49,250 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 Monday 18 December 2023.** Application Forms received after the specified closing date and time will **not** be considered.

Date: 28 November 2023

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

