

PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 6 OF 2024

Vacancies for Post of Hospital Executive Assistant (on shift)

Ministry of Health and Wellness

Applications are invited from qualified officers who wish to be considered for appointment as Hospital Executive Assistant (on shift) in the Ministry of Health and Wellness.

II. QUALIFICATIONS

- A. By selection from among serving officers drawing salary in a scale the maximum of which is not less than Rs 32,350 monthly in their substantive appointment and who possess a Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained on one certificate or passes not below Grade C in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained on one certificate at the General Certificate of Education "Ordinary Level" or an equivalent qualification acceptable to the Public Service Commission.

Note

Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at "Principal Level" and one subject at "Subsidiary Level" as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations.

- B. Candidates should possess good supervisory, communication and organising skills.

Working experience in a hospital environment in the Public Service is desirable.

NOTE

1. Candidates should produce written evidence of experience claimed.
2. **The onus for the submission of written evidence of experience 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 experience claimed and Equivalence Certificate, as appropriate, by the closing date.**

III. DUTIES AND SALARY

1. To assist the Hospital Administrative Assistant generally in the performance of his duties.
2. To ensure that stores items and equipment received are of required quantity and quality.
3. To keep an inventory of stores items, equipment and furniture of all units/sections under his responsibility, including Doctors' Mess, Attendants' (Hospital Services) (on shift) Mess and General Workers' Mess.
4. To keep in safe custody the valuables of inpatients.
5. To organise, plan and supervise the work of the staff working under his responsibility including ancillary staff and Transport Services Facilitators (on shift) and to prepare their roster of work.
6. To provide assistance in the organisation of utility services including transport services in the absence of the Hospital Administrative Assistant.
7. To ensure proper cleanliness and upkeep of hospital yards and annexed institutions.
8. To ensure that existing rules and regulations are complied with in the performance of his duties.
9. To ensure that efficient and effective use is made of human and material resources under his responsibility.
10. To enquire into breaches of discipline and submit reports, as and when required.
11. To ensure, as and when required, that the mortuary and transport services are well organised at all times.
12. To deal with official correspondence.
13. To use ICT in the performance of his duties.
14. 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 Executive Assistant (on shift) in the roles ascribed to him.

Note

Hospital Executive Assistants (on shift) will be required to work on a shift basis, covering a 24-hour service, including night duty, Sundays and Public Holidays.

The permanent and pensionable post carries salary in scale Rs 20,825 x 325 – 21,475 x 375 – 22,225 x 400 – 23,425 x 525 – 26,050 x 675 – 27,400 x 825 – 35,650 x 900 – 37,450 x 950 – 40,300 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 their respective Supervising Officer/Responsible Officer.
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 Thursday 14 March 2024**. Application Forms received after the specified closing date and time will **not** be considered.

Date: 01 March 2024

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