

PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 18 OF 2024

**Vacancies for Post of Supervisor, Operations Support Services
(on shift)
Ministry of Health and Wellness**

Applications are invited from qualified serving officers who wish to be considered for appointment as Supervisor, Operations Support Services (on shift) in the Ministry of Health and Wellness.

II. QUALIFICATIONS

- A. By selection from among serving officers who reckon at least four years' service in a substantive capacity in their respective grade and who possess a Cambridge Higher School Certificate or passes in at least two subjects obtained on one Certificate at the General Certificate of Education "Advanced Level" or an equivalent qualification acceptable to the Public Service Commission.
- B. Candidates should -
- (i) possess a valid driving licence (manual gear) to drive cars;
 - (ii) possess good supervisory and organising skills;
 - (iii) have the ability to resolve problems promptly; and
 - (iv) possess good interpersonal and communication skills.

NOTE

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

III. DUTIES AND SALARY

1. To be responsible to the Co-ordinator (Operations Support Services)/ officer responsible for Transport activities for planning, organising and supervising transport operational activities, including logistics and maintenance in hospitals and other health institutions.
2. To make transport arrangement for patients.
3. To fill and control log books of all vehicles.
4. To perform all the duties related to the issue of fuel to all vehicles.

5. To prepare daily and weekly schedule of work for drivers posted in hospitals and other health institutions while ensuring fair distribution of work.
6. To ensure that all the vehicles attached to the hospitals and other health institutions are in proper running condition.
7. To ensure timely servicing of all vehicles.
8. To operate the Fleet Management System.
9. To use ICT in the performance of his duties.
10. To perform any other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Supervisor, Operations Support Services (on shift) in the roles ascribed to him.

Note

Supervisors, Operations Support Services (on shift) will be required to work on shift covering a 24-hour service including Saturdays, Sundays and Public Holidays and officially declared cyclone days.

The permanent and pensionable post carries salary in scale Rs 18,100 x 275 – 18,925 x 300 – 19,525 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 – 39,350 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 Tuesday 16 April 2024.** Application Forms received after the specified closing date and time will **not** be considered.

Date: 27 March 2024

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