

PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 01 OF 2026

Vacancy for Post of Co-ordinator (Operations Support Services) **Ministry of Health and Wellness**

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

II. QUALIFICATIONS

- A. By selection from serving officers who hold a substantive appointment and who possess –
- (i) a diploma in Mechanical and Electrical Engineering from a recognised institution
- or
- (ii) a diploma in Logistics and Transport from the Chartered Institute of Logistics and Transport

OR

An equivalent qualification acceptable to the Public Service Commission.

- B. Candidates should –
- (i) reckon at least one year's experience in Fleet Maintenance; and
 - (ii) possess a valid driving licence (manual gear) to drive cars or vans.

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 qualifications (if applicable) from the relevant authorities (Higher Education Commission or Mauritius Qualifications Authority) rests with 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. ROLE AND RESPONSIBILITIES

To be responsible to the Senior Manager, Operations Support Services through the Manager, Operations Support Services for the effective and efficient management of the Hospital Logistics and the Department of Operations Support Services.

IV. DUTIES AND SALARY

1. To assist in the proper management of the Department of the Operations Support Services.
2. To plan and organise the Ministry's logistics effectively and efficiently and ensure the proper implementation of approved programme.
3. To manage and supervise the Ministry's fleet and maintenance workshops in hospitals and other health institutions.
4. To monitor the maintenance and repair of logistics of the Ministry, including those of hospitals and other health institutions and Mechanical Workshop.
5. To ensure that all the divisions of the Ministry are provided with transport facilities, as and when required.
6. To assist in –
 - (i) the preparation of budget estimates for the Department of Operations Support Services and to coordinate and report on the logistics requirements of hospitals and other health institutions;
 - (ii) the design, execution, supervision, monitoring and management of maintenance projects and minor renovation works in hospitals and health institutions; and
 - (iii) the preparation of specifications and tender documents for the purchase of vehicles and participate in the evaluation of tenders.
7. To organise training programmes for the staff under his supervision and to assist in the training of staff in Maintenance Management of buildings and assets.
8. To exercise control over movement and maintenance of the Ministry's vehicles in respective regions by making use of the Fleet Management System.
9. To effect visits on maintenance sites or any other site where renovation works are being carried out.
10. To organise, coordinate and supervise the work of junior officers.
11. To supervise motor repair jobs at private garages and to ensure that works are carried out according to good engineering practices.
12. To ensure compliance of store procedures for procurement of spare parts and materials.
13. To supervise the Fleet Management System at all levels of operation.

14. To use ICT in the performance of his duties.
15. 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 Co-ordinator (Operations Support Services) in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 32,190 x 425 – 33,040 x 560 – 35,840 x 725 – 37,290 x 925 – 39,140 x 970 – 46,900 x 1,050 – 49,000 x 1,100 – 54,500 x 1,450 – 58,850 x 1,750 – 62,350 x 1,850 – 67,900 a month.

Appointment in a temporary capacity carries a flat salary of Rs 32,190. However, for the year 2026, the discounted flat salary would be **Rs 30,296**.

V. 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 and Administrative 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.**

VI. 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 13 April 2026**. Application Forms received after the specified closing date and time will **not** be considered.

Date: 24 March 2026

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