GOVERNMENT OF MAURITIUS

SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS, 1967

Ministry: Health and Quality of Life
Post: Hospital Administrative Assistant
Salary: Rs 11,070 x 400 + 12,970 x 500 - 14,470 (IPM 12)
Effective Date: 04 June 2001
Qualifications: By selection from among officers in the grades of:

(i) Executive Officer (Health Services) reckoning at least three years’
    service in a substantive capacity in the grade or an aggregate period of
    at least four years’ service in a substantive capacity in the grades of
    Executive Officer (Health Services) and Steward

and

(ii) Stewards reckoning at least 10 years’ service in a substantive capacity
    in the grade.

NOTE:
Stewards who were formerly Domestic Supervisors and who reckon an
aggregate of 10 years’ service in these two grades will also be considered.

Duties:
1. To assist in the organisation and proper control of
   (i) catering services;
   (ii) domestic and allied services (including manual and mortuary
        supportive services);
   (iii) linen and laundry services;
   (iv) utility services including transport, telephone, water supply,
        electricity and waste disposal; and
   (v) stores sections.
2. To supervise the work of Executive Officers (Health Services) and
   Stewards and the payment of salary, wages etc. to staff.
3. To form part of Selection Boards for the interview of candidates,
   whenever required.
4. To enquire into complaints received, make recommendations and
   ensure implementation of decisions.
5. To screen correspondence and ensure that they are channelled to
   officers concerned.

CERTIFIED CORRECT
for Secretary for Public Service Affairs

Date: 04 JUN 2001
GOVERNMENT OF MAURITIUS

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6. To maintain a register of repairs and replacement of plant, equipment,
furniture and fittings and to compile lists of minor works and ensure
follow up action.

7. To ensure that the provisions contained in the Management Manuals
(Stores, Finance and Personnel) are understood and complied with.

8. To ensure that the Confidential Reports of lay staff are completed and
sent in time.

9. To ensure the training of subordinate staff as directed.

10. To attend to all public relations activities in health institutions.

11. To keep abreast of developments in the institution and its activities as
well as in the health sector.

12. To ensure that members of the public get all the information they
require on the institution and the services it provides.

13. To record the complaints of patients or visitors and ensure, where
necessary, that remedial action is taken.

14. To organise activities for the promotion of public relations at the level
of the institution.

15. To perform such cognate duties as may be assigned.