GOVERNMENT OF MAURITIUS

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

Ministry: Health and Quality of Life

Post: Head, School of Nursing

Salary: Rs 40,000 x 1,250 – 50,000 x 1,500 – 53,000 (09 67 77)

Effective Date: 07 August 2012

Qualifications:
A. By selection from among serving officers who hold a substantive appointment not below the grade of Senior Nurse Educator and who –
   (i) reckon at least eight years’ of teaching experience at the School of Nursing;
   (ii) possess a degree in Nursing from a recognised institution; and
   (iii) possess a postgraduate Certificate in Management from a recognised institution.

OR

Equivalent qualifications to A (ii) and A (iii) above acceptable to the Public Service Commission.

B. Candidates should –
   (i) possess excellent organising, communication and conceptual skills and managerial ability;
   (ii) possess tact and initiatives; and
   (iii) have the ability to lead a team of officers.

Candidates should produce written evidence of experience claimed.

Role and Responsibilities:
To have a primary interest in the overall training and education functions of the Ministry of Health and Quality of Life and to be responsible for the continuing development, implementation and promotion of training programmes and the daily operation of the School of Nursing.

CERTIFIED CORRECT

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for Senior Chief Executive
Ministry of Civil Service and Administrative Reforms

Date............07 August 2012.......................
Duties:

1. To be responsible to the Head of the Ministry through the Director, Nursing for the performance of the following duties –

   (i) enhancing Nursing Education at all levels;

   (ii) ascertaining that examinations are properly and effectively conducted;

   (iii) assessing the quality of teaching by attending lectures given by the tutorial staff and offering appropriate criticism with a view to enhancing Nursing Education;

   (iv) ensuring proper administration and technical control (including disciplinary control), organisation, staffing and co-ordination of nursing and midwifery education and submission of regular inspection reports thereon;

   (v) planning and implementation of the training in nursing and allied subjects;

   (vi) ensuring the welfare of students and staff of the School of Nursing;

   (vii) organising and administering the various curricula and programmes and carrying out regular evaluation thereof;

   (viii) ensuring the preparation and submission of a list of annual requirements for the School of Nursing as well as reporting requirements of staff and teaching equipment;

   (ix) furnishing such periodic reports, as and when required by the management team and the Nursing Council of Mauritius; and

   (x) planning for nursing service in the clinical areas in which students are posted.

2. To ensure the implementation of the Performance Management System in the School of Nursing;

3. To use ICT in the performance of his duties.

4. 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 Head, School of Nursing in the roles ascribed to him.

CERTIFIED CORRECT

[Signature]

for Senior Chief Executive
Ministry of Civil Service and Administrative Reforms

Date.............07 August 2012..................