

GOVERNMENT OF MAURITIUS

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

**Ministry:** Health and Quality of Life

**Post:** Regional Health Services Administrator

**Salary:** Rs 36,575 x 1,200 – 37, 775 x 1,500 – 58,775 (11 64 79)

**Effective Date:** 25 August 2015

**Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Hospital Administrator who reckon at least five years' service in a substantive capacity in the grade and who possess good organising and leadership skills.

**Role and Responsibilities:** To ensure the smooth running of hospitals and the annexed health institutions in the health region under his responsibility.

- Duties:**
1. To be responsible to the Regional Health Director for the performance of the following duties in a health region –
    - (a) to ensure the effective delivery of the following to meet the needs of health institutions –
      - (i) catering services;
      - (ii) domestic and allied services;
      - (iii) linen and laundry services;
      - (iv) utility services including transport, telephone, water supply, electricity and waste disposal; and
      - (v) the services provided by the Central Sterile Supply Department.
    - (b) to ensure that regulations relating to finance, procurement and supply and human resource are well interpreted and complied with;
    - (c) to plan, organise and oversee the procurement of equipment, instruments and spare parts and to ensure that they are of good quality and in good running condition;

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**CERTIFIED CORRECT**

*for Senior Chief Executive  
Ministry of Civil Service and  
Administrative Reforms  
25 August 2015*

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- (d) to ensure the maintenance and repairs of buildings, plant, equipment, instruments and furniture;
  - (e) to ensure the optimum and judicious use of supportive services;
  - (f) to assist in all training and continuing education programmes and to contribute to training involving his area of expertise;
  - (g) to take adequate measures to safeguard the security of buildings, assets and personnel;
  - (h) to participate in the organisation and provision of services during natural disasters and emergency situations (such as, cyclones, fire, aircraft crash); and
  - (i) to participate effectively in all activities relating to regional boards and committees.
2. To work in close collaboration with the Chief Hospital Administrator and the Deputy Chief Hospital Administrator in the performance of the following duties –
- (i) to assist in planning the needs for the region in respect of buildings, plant and equipment and to ensure their commissioning on time;
  - (ii) to ensure that optimum use is made of human and material resources and to monitor and evaluate their impact on the health services; and
  - (iii) to assist in infrastructural and manpower planning activities.
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 Regional Health Services Administrator in the roles ascribed to him.



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