

GOVERNMENT OF MAURITIUS

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

- Ministry:** Health and Quality of Life
- Post:** Hospital Executive Assistant (on shift)
- Salary:** Rs 13,200 x 300 – 13,800 x 400 – 15,000 x 500 – 16,000 x 600 – 23,200 x 800 – 24,000 (11 32 52)
- Effective Date:** 01 August 2012
- Qualifications:** A. By selection from among serving officers drawing salary in a scale the maximum of which is not less than Rs 19,600 monthly in their substantive appointment and who possess a Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained on one certificate or passes not below Grade C in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained on one certificate at the General Certificate of Education “Ordinary Level” or an equivalent qualification acceptable to the Public Service Commission.

Note

Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at “Principal Level” and one subject at “Subsidiary Level” as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations.

- B. Candidates should possess good supervisory, communication and organising skills.

Working experience in a hospital environment in the Public Service is desirable.

Candidates should produce written evidence of experience claimed.

NOTE

For the first intake, consideration will be given to serving officers drawing salary in a scale the maximum of which is not less than Rs 19,600 monthly and who –

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*for Senior Chief Executive
Ministry of Civil Service and
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- (a) possess a Cambridge School Certificate or passes obtained on one certificate at the General Certificate of Education "Ordinary Level" either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject or an equivalent qualification acceptable to the Public Service Commission;
- (b) have performed or have been performing duties for a period of at least three years at the level of Hospital Executive Assistant (on shift) or an aggregate period of at least three years at the level of Executive Officer (Health Services) and Hospital Executive Assistant (on shift) in the Ministry of Health and Quality of Life; and
- (c) possess good supervisory, communication and organising skills.

Duties:

- 1. To assist the Hospital Administrative Assistant generally in the performance of his duties.
- 2. To ensure that stores items and equipment received are of required quantity and quality.
- 3. To keep an inventory of stores items, equipment and furniture of all units/sections under his responsibility, including Doctors' Mess, Hospital Care Attendants' (on shift) Mess and General Workers' Mess.
- 4. To keep in safe custody the valuables of inpatients.
- 5. To organise, plan and supervise the work of the staff working under his responsibility including ancillary staff and Gatekeepers (Health) and to prepare their roster of work.
- 6. To provide assistance in the organisation of utility services including transport services in the absence of the Hospital Administrative Assistant.

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7. To ensure proper cleanliness and upkeep of hospital yards and annexed institutions.
8. To ensure that existing rules and regulations are complied with in the performance of his duties.
9. To ensure that efficient and effective use is made of human and material resources under his responsibility.
10. To enquire into breaches of discipline and submit reports, as and when required.
11. To ensure, as and when required, that the mortuary and transport services are well organised at all times.
12. To deal with official correspondence.
13. To use ICT in the performance of his duties.
14. 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 Hospital Executive Assistant (on shift) in the roles ascribed to him.

Note

Hospital Executive Assistants (on shift) will be required to work on a shift basis, covering a 24-hour service including night duty, Sundays and Public Holidays.



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

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