

GOVERNMENT OF MAURITIUS

Scheme of Service Specified Under Regulation 15 of the Public Service Commission Regulations, 1967

Ministry: Local Government, Rodrigues and Rural and Urban Development (Rodrigues - Medical and Health)

Post: Hospital Administrative Assistant

Salary: Rs 11,370 x 400 - 12,970 x 500 - 14,470 (IPM 12)

Effective Date: 8 May 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 ten years' service in a substantive capacity.

- 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.

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CERTIFIED CORRECT

M. C.
for Secretary for Public Service Affairs

Date: 08 MAY 2001

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- 2 -

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.
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.



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