

GOVERNMENT OF MAURITIUS

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

Organisation: Rodrigues Regional Assembly (Medical and Health)

Post: Hospital Administrator

Salary: Rs 23,675 x 750 – 29,675 x 900 – 34,175 x 1,200 – 37,775 x 1,500 – 52,775 (11 49 75)

Effective Date: 26 October 2015

Qualifications: A. (i) The Associateship of the Institute of Health Services Management (AHSM) of the United Kingdom

or

(ii) The Associateship of the Chartered Institute of Secretaries and Administrators

or

(iii) A degree in Hospital Administration or Public Administration or Hospitality Management or Management with Public Administration from a recognised institution.

OR

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

B. Candidates should –

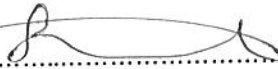
- (i) have a proper understanding of the principles of institutional management and human resource administration;
- (ii) be able to take prompt and precise decisions;
- (iii) have good managerial and problem-solving abilities;
- (iv) possess communication, interpersonal and leadership skills; and
- (v) be computer literate.

Candidates should produce written evidence of knowledge claimed.

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 for Senior Chief Executive
 Ministry of Civil Service and
 Administrative Reforms

26 October 2015

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NOTE

The selected candidate will be appointed in a temporary capacity in the first instance for a period of at least 12 months during which he will be required to follow on-the-job training in all aspects of the work of Hospital Administrator. On satisfactory completion of the training and on being favourably reported upon, he will be considered for appointment as Hospital Administrator in a substantive capacity.

Duties:

- I. To be responsible to the Health Director for –
 - (a) the non-medical aspects of administration of the hospital under his charge and of the annexed health institutions;
 - (b) organising a proper internal system of control of the catering, Procurement and Supply and other divisions falling under his responsibility;
 - (c) exercising supervision over linen and laundry services, utility services, sterile supply services, transport as well as domestic services;
 - (d) ensuring the smooth functioning of the engineering services in respect of buildings and plants and of services dealing with tools, equipment and surgical instruments;
 - (e) preparing and monitoring the budget of the hospital and the annexed health institutions;
 - (f) participating in the planning and commissioning of projects;
 - (g) dealing with security matters in the hospital and in the annexed health institutions; and
 - (h) ensuring that the hospital and the annexed health institutions –
 - (i) are properly equipped, staffed and that all human resource matters are promptly dealt with at the level of the hospital;

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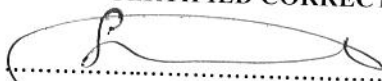
SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
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- (ii) are being run in an efficient manner and that optimum use is made of available resources;
 - (iii) are effectively implementing policies of the Commission through proper co-ordination and link between regions; and
 - (iv) are maintaining effective communication to enhance good public relations.
- (i) assisting in preparing the annual report.
2. To use ICT in the performance of his duties.
3. 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 Administrator in the roles ascribed to him.



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