

GOVERNMENT OF MAURITIUS

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

**Ministry:** Health and Wellness

**Post:** Manager, Operations Support Services

**Salary:** Rs 31,525 x 825 – 35,650 x 900 – 37,450 x 950 – 42,200 x 1,300 – 46,100 x 1,575 – 49,250 x 1,650 – 54,200 x 1,700 – 64,400 x 1,800 – 69,800 (11 063 092)

**Effective Date:** 02 August 2024

**Qualifications:** A. By selection from among candidates who possess –

- (i) a degree in Engineering Management or Logistics and Transport Management from a recognised institution; and
- (ii) a Master's Degree in Engineering Management or Logistics and Transport Management from a recognised institution.

OR

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

B. Candidates should –

- (i) reckon at least five years' experience in Logistics and Transport Management;
- (ii) possess leadership qualities, sound analytical and organisational skills;
- (iii) possess good interpersonal and communication skills;
- (iv) have the ability to meet tight deadlines;
- (v) be consistently committed to quality service delivery; and
- (vi) be computer literate.

Candidates should produce written evidence of experience/knowledge claimed.

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**CERTIFIED CORRECT**

**B. D. Nundloll (Mrs)**

*for Secretary for Public Service*

**02 August 2024**

Date.....

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**Role and**

**Responsibilities:**

To assist the Senior Manager, Operations Support Services in the planning, organising and ensuring effective management of the Department of Operations Support Services, mechanical and carpentry workshops and Transport Division at hospitals and other health institutions.

**Duties:**

1. To be responsible for the overall management of the Department of Operations Support Services Division, mechanical and carpentry workshops.
2. To assist in matters relating to the formulation of policies relating to the management of logistics for the hospital services.
3. To plan and advise on future acquisition of logistics for the Transport Division and the mechanical and carpentry workshops.
4. To plan and organise logistic support in the minor renovation, extension and repair works of hospitals and other health infrastructure.
5. To provide technical advice in the preparation of maintenance plans and in the drafting of maintenance schedules for maintenance work at hospitals and other health institutions.
6. To work in close collaboration with heads of hospitals/units, Co-ordinators, Operations Support Services and assist them in improving services in the maintenance workshops.
7. To provide support to heads of hospitals/units for the enhancement of the environment of health institutions.
8. To promote staff welfare and ensure a conducive working environment.
9. To ensure that the Fleet Management System and other related works have been carried out as per good engineering practices.
10. To assist in the drafting of specifications for vehicles to be purchased by the Ministry.
11. To coordinate the CCTV network at all hospitals.

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12. To devise and implement a mechanical system of maintenance of hospital buildings.
13. To ensure best practices in the maintenance management system for logistics, transport and buildings.
14. To use ICT in the performance of his duties.
15. 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 Manager, Operations Support Services in the roles ascribed to him.



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