

GOVERNMENT OF MAURITIUS

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

- Ministry:** Health and Wellness
- Post:** Hospital Administrative Assistant
- Salary:** Rs 27,075 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 42,325
(11 056 072)
- Effective Date:** 26 February 2021
- Qualifications:** By selection from among officers in the grades of Hospital Executive Assistant (on shift) and Executive Officer (Health Services) who reckon at least three years' service in a substantive capacity in their respective grade.
- Duties:**
1. To assist the Regional Health Services Administrator and the Hospital Administrator in the organisation and proper control of –
 - (i) catering services;
 - (ii) ancillary and allied services (including mortuary supportive services);
 - (iii) linen and laundry services;
 - (iv) utility services including transport, telephone, water supply, electricity and waste disposal; and
 - (v) minor infrastructural repairs/maintenance services.
 2. To supervise the work of Hospital Executive Assistants (on shift) and Executive Officers (Health Services).
 3. To enquire into complaints received, to make recommendations thereon and to ensure implementation of decisions.
 4. To screen correspondence and to ensure that they are channelled to officers concerned.
 5. To maintain a register of repairs of plant, furniture and fittings, machines, vehicles and medical/non-medical equipment and to ensure follow-up action.

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CERTIFIED CORRECT

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D. Gowry (Mrs)
for Secretary for Public Service
26 February 2021
Date.....

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-2-

6. To ensure –
 - (i) that the provisions contained in the Human Resource Management Manual and the Financial Management Kit are well interpreted and complied with;
 - (ii) that the different cycles of Performance Management System of non-technical ancillary and subordinate staff are completed in time;
 - (iii) the training of subordinate staff as directed;
 - (iv) that stakeholders get all the information they require on the institution and the services it provides; and
 - (v) that effective and efficient use is made of human and material resources under his responsibility.
7. To attend to all public relation activities in the respective health region.
8. To keep abreast of developments in the institution and its activities as well as in the health sector.
9. To record the complaints of patients or visitors and to ensure, where necessary, that remedial action is taken.
10. To assist the Regional Health Services Administrator and Hospital Administrator in maintaining effective communication to ensure good public relations.
11. To monitor and ensure upkeep and cleanliness of corridors, stairs and external premises of the health institutions.
12. To use ICT in the performance of his duties.
13. 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 Administrative Assistant in the roles ascribed to him.



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