

GOVERNMENT OF MAURITIUS

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

Ministry: Health and Quality of Life

Post: Principal Permanencier

Salary: Rs 20,675 x 750 – 29,675 x 900 – 34,175 (09 45 62)

Effective Date: 23 July 2014

Qualifications: By promotion, on the basis of experience and merit, of officers in the grade of Permanencier/Senior Permanencier who –

- (i) reckon at least two years' service in a substantive capacity in the grade; and
- (ii) possess leadership skills and are able to manage a team of officers.

Duties: 1. To be responsible to the Director, Emergency Services and the Regional Nursing Administrator for –

- (i) planning, organising, supervising and controlling the work of Permanencier/Senior Permanenciers posted in the SAMU Control Room;
- (ii) preparing and implementing the duty roster for staff to provide a 24-hour coverage;
- (iii) ensuring that a proper handing/taking over is effected at the end of each shift;
- (iv) ensuring that follow-up action is taken promptly on all calls recorded;
- (v) ensuring proper storage and prompt retrieval of record sheets, compiling relevant statistics and submitting reports whenever required;
- (vi) training of junior staff;
- (vii) maintaining discipline among staff;
- (viii) ensuring the maintenance and cleanliness of the Control Room;

/2...



CERTIFIED CORRECT

[Handwritten signature]

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

23 July 2014

Date.....

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

-2-

- (ix) ensuring good maintenance of the various communication equipment (radio, telephone, fax, mobile phone and voice recorder) of the Control Room and keep an inventory thereof;
 - (x) indenting and receiving equipment and other supplies from stores;
 - (xi) preparing relevant documents and information in respect of representations and complaints brought before the court; and
 - (xii) performing the duties of a Permanencier/Senior Permanencier, as and when required.
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 Principal Permanencier in the roles ascribed to him.

Note

Principal Permanenciers will be required to work on a 24-hour basis including night duty and work on Sundays, Public Holidays and officially declared cyclone days.



CERTIFIED CORRECT


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

23 July 2014

Date.....