

MINISTRY OF HEALTH AND WELLNESS

Circular Letter No. 7 of 2024

Vacancies for the post of Field Supervisor

Applications are invited from qualified employees on the permanent and pensionable establishment of the Ministry who wish to be considered for appointment as **Field Supervisor** in the Ministry of Health and Wellness.

II. QUALIFICATIONS

By selection from among employees in the grades of Insecticide Sprayer Operator and General Worker on the permanent and pensionable establishment of the Ministry who reckon at least five years' service in a substantive capacity in their respective grade or an aggregate of at least five years' service in the grades of Insecticide Sprayer Operator and General Worker on the permanent and pensionable establishment of the Ministry and who –

- (a) possess the Certificate of Primary Education or the Primary School Achievement Certificate; and
- (b) have the ability to supervise workers and maintain discipline among them.

NOTE

In the absence of candidates possessing the qualification at (a) above, consideration will be given to those who show proof of being literate.

III. DUTIES

1. To distribute work among the workers under his supervision and maintain discipline among them.
2. To ensure that the work is carried out according to norms and standards and safety measures are observed on site of work.
3. To record attendance of workers under his supervision in time books, report all unauthorised absences and forward to the officer in charge applications for leave received from workers under his supervision.
4. To keep an inventory of tools and materials issued to workers under his supervision and to arrange for safekeeping of the unused materials on site of work.
5. To report any misconduct/insubordination/grievance under his supervision.
6. To ensure that tools and equipment issued to workers are judiciously used and kept, and simple maintenance/cleaning are carried out.
7. 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 Field Supervisor in the roles ascribed to him.

IV. SALARY

The permanent and pensionable post carries salary in the scale of Rs 16,785 x 260 – 17,825 x 275 – 18,925 x 300 – 19,525 x 325 – 21,475 x 375 – 22,225 x 400 – 23,425 x 525 – 26,050 x 675 – 27,400 a month plus salary compensation, at approved rates.

The selected candidates will be appointed in a temporary capacity in the first instance for a period of six months and will draw a flat salary of Rs 16,785 a month plus salary compensation, at approved rates. However, employees drawing higher salaries will retain the salaries of their substantive posts, where applicable. Consideration will, thereafter, be given for their appointment as **Field Supervisor in a substantive capacity subject to: -**

- (a) **vacancies arising in the grade; and**
- (b) **being favourably reported upon by their respective Head of Divisions/Sections.**

V. MODE OF APPLICATION

- a. Qualified candidates should submit their application on prescribed forms which may be obtained **either** from the Hospital Executive Assistant's Office **or** the Human Resource Sections of the Regional Hospitals **or** the Human Resource Section (A) of the Ministry of Health and Wellness, Level 5, Emmanuel Anquetil Building, Port Louis, **or** from the website of the Ministry at <https://health.govmu.org/health>.
- b. **Candidates should submit their Application Form in duplicate. The original to be sent directly to the Senior Chief Executive, Ministry of Health and Wellness before the closing date and the duplicate, through their respective Heads of Divisions/Sections and Human Resource Section of their respective region, within a week of the closing date.**

VI. IMPORTANT

- a. Care should be taken to fill in the application form correctly. **Incomplete, inadequate or inaccurate filling of the application form may entail elimination of the applicant.**
- b. Applications **not** made on the Prescribed Form will not be accepted.
- c. The originals of Birth and Educational qualification certificates should **not** be submitted with applications, but applicants should produce same as and when called upon to do so.
- d. **Head of Sections/Divisions should ensure that the contents of this Circular are brought to the attention of all eligible employees and that, in the case of employees who are overseas or on leave, a copy of the Circular together with the Application Forms, are despatched to these employees on the very day on which the Circular is issued.**

VII. CLOSING DATE

Application Forms should reach the Senior Chief Executive (Attention Human Resource Section A), Ministry of Health and Wellness, 5th Floor, Emmanuel Anquetil Building, Port Louis not later than **3.30 p.m on Thursday 05 September 2024. Application Forms received after the closing date will not be considered.** The onus for the prompt submission of applications, so that they reach within the prescribed date rests solely on applicants.

VIII. When transmitting duplicate of the Applications Forms:-

- a. Heads of Divisions/Sections should verify all documents and evidence in respect of information given under any of the headings at **Section A** of the Application Form and complete **Section B** of the Application Form of each applicant from their respective Divisions/Sections and sign the last part therein, certifying the correctness of the particulars recorded. The duplicate form should be submitted to the Human Resource Section within **one week** after the closing date; and
- b. **the Human Resource Section (Regional Hospital) should verify the duplicate copy and complete Section C before submitting any application to the Senior Chief Executive (Attention Human Resource Section A), Ministry of Health and Wellness, 5th Floor, Emmanuel Anquetil Building, Port Louis within fifteen days after the closing date.**

Date: 16 August 2024

**Ministry of Health and Wellness
5th Floor Emmanuel Anquetil Building
Port Louis**

*Copy to: Regional Health Services Administrators, JH, SSRNH, Dr BCH, JNH and VH
Director, Public Health and Food Safety
Chief Hospital Administrator
Hospital Administrator, All Hospitals
Assistant Manager, Human Resources, JH, SSRNH, Dr BCH, JNH and VH
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