

MINISTRY OF HEALTH AND QUALITY OF LIFE

THE CAPACITY BUILDING PROGRAMME – CONSULTANCY SERVICES

In line with the Budget Speech 2008/2009, Government has set up a Capacity Building Programme to support the public service in Mauritius.

In this context, the Ministry of Health and Quality of Life is inviting applications from qualified individuals for the positions described hereunder.

2. Positions

Consultancy Services for	Qualifications	Duties/Responsibilities
(a) (i) Mechanical Engineer (ii) Civil Engineer	<p>Candidates should:</p> <p>(i) hold a degree in the relevant field of Engineering.</p> <p>(ii) be registered as Professional Engineers under Section 13 of the Professional Engineers Council Act No. 49 of 1965, as subsequently amended. Candidates should also have a good knowledge and have acquired experience of a duration of not less than 5 years in:-</p> <p>(a) the design and supervision of building projects; and</p> <p>(b) the use of appropriate design softwares</p>	<ol style="list-style-type: none">1. To report to the Head of the Unit2. To design, supervise and commission gas installations, plumbing (hot and cold water systems), fire fighting/detection systems, air conditioning systems including water pumps and extractor fans for projects of the public health institutions.3. To liaise with the Energy Services Division for the electrical component of the above installations.4. To conduct/attend meetings with the Regional Health Directors so as to ensure compliance with general requirements.5. To attend site meetings regularly.6. To issue Practical Completion and Final Handing Over Certificates, after satisfactory completion of projects.7. To approve samples of mechanical items and submit as made drawings upon completion of all works.8. To supervise the maintenance work being undertaken by this Ministry and to assist the Ministry of Public Infrastructure during supervision and implementation of other projects of the Ministry.

		<p>9. To liaise with other authorities and organizations (public as well as private) for the provision of essential services in connection with the project(s) in hand.</p> <p>10. To be responsible for the implementation of specific building projects (programmes) at the Ministry and to liaise with the Civil Engineers of the Unit for other projects (programmes).</p> <p>11. To prepare project write-up including time schedule and cost estimates as well as Bid Documents, and assist in bid evaluation.</p> <p>12. To prepare progress reports on a weekly basis.</p> <p>13. To ensure that appropriate tests are carried out throughout the implementation of projects.</p> <p>14. To certify claims from contractors prior to payment by the Ministry of Health and Quality of life and to make appropriate recommendations regarding any variation of works, extension of time, penalty fee and retention money and any other documents as per the conditions of the contract.</p> <p>15. To perform such other cognate duties.</p>
<p>(b) Quantity Surveyor</p>	<p>Candidates should:</p> <p>(i) be professional members of the Royal Institution of Chartered Surveyors (QS).</p> <p>(ii) also have a good knowledge and have acquired experience of a duration of not less than 5 years in the design and supervision of building projects; and</p> <p>(iii) use of appropriate softwares.</p>	<p>1. To prepare cost plans, estimates, bill of quantities and Bid Documents prior to floating of bids in line with the Public Procurement Act of 2006.</p> <p>2. To assess works in progress work in collaboration with the Engineer/Architect for processing interim payment certificates and Final Accounts for projects of the Ministry of Health and Quality of Life within the time frames as per Bid Documents.</p> <p>3. To assist in the management of contracts in coordination with other Project Managers.</p> <p>4. To guide and supervise the works of other technical staff dealing with projects implementation.</p>

		<ol style="list-style-type: none"> 5. To liaise with other Project Managers and other technical staff for the preparation of Bid Documents including drawings and/or for supervision of projects. 6. To attend meetings with client Ministries/Departments. 7. To attend Building Plans Committees, Project Planning Committees, site meetings etc... 8. To prepare project write-up including time and cost schedules as well as Bid Documents, and assist in bid evaluation. 9. To submit regular progress cost reports. 10. To prepare Interim Payment Certificates following claims from Contractors. 11. 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 incumbents in the roles ascribed to them.
<p>(c) Economist</p>	<p>Candidates should have the following profile:</p> <ol style="list-style-type: none"> (i) Post graduate degree in economics/management and/or public policy; (ii) Good knowledge and have a minimum of 5 years of relevant experience in economic and/or policy analysis and project appraisal; (iii) Strong analytical and report writing skills; and (iv) Experience in providing advisory services on infrastructure programs, knowledge of large-scale projects/programs coordination and management is desirable. 	<ol style="list-style-type: none"> 1. Assist the Ministry of Health & Quality of Life to develop a Strategic Plan for the health sector with a well defined investment programme in line the Programme-Based Budgeting. 2. Hold consultations with relevant stakeholders in the Health sector in the formulation of projects and policies. 3. Assist the Ministry of Health & Quality of Life to review project costing submitted by the Ministry of Public Infrastructure, Land Transport & Shipping and develop project proposals in connection with the implementation of the health sector strategy. The resource person must also assist the Ministry in filling up the Project Request Form for submission to the Project Plan Committee and also provide clarifications, if required by the Committee

		<ol style="list-style-type: none"> 4. Examine and appraise project proposals received by the Ministry and advise on their implementation 5. Prioritise projects of the Ministry based on the financial resources of the Ministry 6. Prepare data base of all health sector projects, either completed, ongoing or in the pipeline. 7. Conduct site visits where necessary to monitor the status of the project stages, advise on the progress of works, identify bottlenecks and initiate corrective measure to ensure proper implementation of projects. 8. Assist in preparing/advising on pre-feasibility studies of projects and/or comment on feasibility studies on health sector projects carried out by independent consultants. 9. Perform such cognate duties relevant to the above tasks.
<p>(d) Maintenance Manager for Equipment (Bio-medical)</p>	<p>Candidates should:</p> <ol style="list-style-type: none"> (i) hold a degree in Bio-Medical Engineering/Electrical/ (ii) Electronic; (iii) be registered as Professional Engineers with the Council of Registered Professional Engineers of Mauritius under Section 13 of Act No. 49 of 1965 as subsequently amended; (iv) have a good knowledge of applied electronics and a minimum of two years' experience in the installation, maintenance, repairs and commissioning of electromedical and medical electronic equipment. 	<ol style="list-style-type: none"> 1. organizing and managing the Biomedical maintenance unit; 2. installing, commissioning, maintaining and repairing of all electro-medical and medical electronic equipment; 3. advising on matters relating to electrical and electronic engineering; 4. supervising and training of subordinate staff and organizing user-training sessions for operatives in all equipment; 5. working out schedules and organizing regular preventive maintenance for all electro and electronic medical equipment and carrying out regular checks to ensure compliance with safety norms; and 6. advising on the purchase of equipment and on the formulation of an equipment replacement policy.

Consultancy Services for	Qualifications	Duties/Responsibilities
(e) HR Analyst	<p>A. A Degree from a recognized institution in any one of the following subjects – Human Resource Studies, Economics, Econometrics, Statistics, Business Studies, and Management.</p> <p>B. Candidates should also:</p> <ul style="list-style-type: none"> (i) possess good interpersonal and communication skills; (ii) have knowledge of basic statistical theory and survey methods; and (iii) have working knowledge of computer technology 	<p>To assist the HR Division in developing the manpower requirement for the short and long term taking into consideration the attrition rate and the developments happening in the health sector</p>
(f) Health Training Coordinator	<p>Candidates should:</p> <ul style="list-style-type: none"> (i) have a University degree and preferably a master’s degree in social sciences. (ii) possess documented prior evidence as a Trainer, having applied participatory and adult learning methods to train public health or social work professionals, preferably with a trainer’s certification from a recognized organization. A minimum of 3 years work experience is required. (iii) be competent with Microsoft office application software as well as be able to conduct Internet Research. 	<ol style="list-style-type: none"> 1. Assess the Training Needs of the employees in hospitals and health care centers and in para-medical and ancillary services. 2. Work with the Ministry of Civil Service Affairs and Administrative Reforms, the HRDC and other institutions to have a pool of resource persons. 3. Work on a training plan for the different cadres of employees servicing the public in hospitals and other public health centers. 4. Ensure employees receive the necessary training to help them perform their job.
(g) ISO Coordinator	<p>A postgraduate degree in Science with at least five (5) years extensive experience in implementation and maintenance of the quality service and be able to manage and coordinate the quality system within an organization.</p>	<p>The Consultant will <i>inter alia</i> be responsible for the following:-</p> <ul style="list-style-type: none"> ▪ Ensure that the project is implemented with the set time frame ▪ Liaise with the different stakeholders to ensure compliance to the agreed road-map ▪ Assist and advise the Coordinating Committee of each unit/hospital to

		<p>coordinate the implementation of the project at the level of each hospital and headquarters on a fortnightly basis.</p> <ul style="list-style-type: none"> ▪ Liaise with the Mauritius Standard Bureau to organize training sessions in ISO implemental and Internal auditing ▪ Work in close collaboration with Heads of Unit and working teams <ul style="list-style-type: none"> 1. to prepare the documentation of process charts and Quality Manuals; 2. streamline procedures with a view to improving the level in service delivery and reducing wastage; and 3. to ensure that proposed improvements and being effectively implemented by the sections concerned ▪ To make fortnightly reports to the Steering Committee responsible for monitoring the project.
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3. **Remuneration**

Selected candidates will be remunerated at an all-inclusive flat rate not exceeding Rs 50,000.

4. **Conditions**

The contract duration will be for an initial period of 12 months.

5. **Mode of Applications**

Interested candidates are requested to submit their applications as per format available on website by email to Miss Goornaden (sgoornaden@mail.gov.mu) and/or on a hard copy to the Senior Chief Executive, Ministry of Health and Quality of Life, 5th floor, Emmanuel Anquetil Building, Port-Louis by registered post.

Note: Applicants are advised not to submit copies of certificates etc. with their applications but will be required to produce originals at the time of interview.

7. **Closing date of applications**

The closing date and time for submission of application form is **30 September, 2009 by 16 00 hours.**

Date: 14 September, 2009

*Ministry of Health and Quality of Life
5th Floor, Emmanuel Anquetil Building
Port-Louis*