

**MAURITIUS POLYTECHNICS LTD**  
**SCHEME OF SERVICE**

**Organisation:** Polytechnics Mauritius Ltd  
**Post:** Programme Leader (Nursing)  
**Salary:** Rs 42,325 x 1,525 – 49,950 x 1,625 – 62,950 x 1,850 – 66,650  
(Negotiable on the basis of qualification and experience)

**Qualifications:**

- A. A degree in Nursing or a related field from a recognised institution or an equivalent qualification acceptable to the Board;
- B. Holder of at least a Diploma in Nursing Education recognised by the Nursing Council of Mauritius or possess an equivalent qualification acceptable to the Board.

**Experience:** At least ten years' post-registration proven experience as a general nurse and at least 10 years' experience in the field of Nursing Education. Previous experience as a Principal Nurse Educator is an advantage.

**Candidates should:**

- (i) be proactive and have the ability to work under pressure;
- (ii) possess good communication and interpersonal skills;
- (iii) be conversant with modern developments in the field of nursing and nursing education;
- (iv) be able to inspire student nurses in the development of soft skills;
- (v) possess good analytical and problem-solving skills;
- (vi) possess management and supervisory skills; and
- (vii) be able to use and advise on the use of ICT tools in the delivery of courses.

Candidates should produce written evidence of experience/knowledge claimed.

**Note:**

Candidates may be required to take part in a written examination designed to assess their potential and aptitude for the delivery of courses in general nursing and their ability for problem-solving.

**Duties:**

1. To assist the Campus Director *inter alia* in the following:
  - (i) formulating and maintaining procedures for the delivery of nursing education;
  - (ii) implementing and coordinating decisions taken by management in the delivery of nursing education;
  - (iii) formulating and implementing plans for manpower development and training,
  - (iv) formulating and implementing policies relating to industrial relations, welfare of staff, and safety and health measures.

2. To prepare detailed training programmes in consultation with the other teaching staff, hospitals, the Mauritius Institute of Health and other authorities and to keep appropriate records thereof.
3. To maintain liaison and lines of communication with Ministry of Health and Quality of Life and regional hospitals for the placement of students in the regional hospitals.
4. To promote and participate in the organisation of programmes, events, and activities aimed at enhancing efficiency and effectiveness in nursing education.
5. To conduct courses, demonstrate nursing practice both in the teaching department and in hospital wards and demonstrate application of theory to practice in the relevant fields.
6. To participate in basic, post-basic as well as in-service training of personnel.
7. To prepare and invigilate examinations and tests and assess and grade students.
8. To integrate technology in the teaching and learning process.
9. To provide, under supervision, as and when required, advice and information on matters relating to delivery of courses.
10. To draft and prepare agenda, minutes and reports of staff meetings.
11. To supervise and provide guidance to staff working under his/her responsibility and coordinate the work of other staff.
12. To help in the administration of the Polytechnic, e.g. taking charge of the library, records, safe keeping of equipment, instruments, stores and other articles, whenever required.
13. To carry out evaluation and quality assurance of teaching programmes.
14. To use ICT in the performance of his/her 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 Coordinator Nursing in the roles ascribed to him/her.

The Programme Leader (Nursing) shall have a primary interest in the whole training function. He/she should therefore devote all his/her attention to the students.

The services of the Programme Leader (Nursing) shall be apportioned by the Campus Director to any specific field of nursing education, as and when required, taking into consideration the qualifications and experience of the Programme Leader (Nursing).