MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 20 OF 2015

Vacancy for the Post of Co-ordinator, Health and Anti-Drug
Ministry of Education and Human Resources, Tertiary Education
and Scientific Research

Applications are invited from qualified candidates who wish to be considered for appointment as Co-ordinator, Health and Anti-Drug in the Ministry of Education and Human Resources, Tertiary Education and Scientific Research.

II. AGE LIMIT

Candidates, unless already in the Service, should not have reached their 40th birthday by the closing date for the submission of applications.

III. QUALIFICATIONS

1. Candidates should possess:

   A. a Cambridge School Certificate with credit in at least five subjects including English Language obtained at not more than two sittings or

      passes not below Grade C in at least five subjects including English Language obtained at not more than two sittings at the General Certificate of Education “Ordinary Level” provided that at one of the sittings, passes have been obtained either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject;

      Note

      Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at “Principal Level” and one subject at “Subsidiary Level” as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations;

   B. a Cambridge Higher School Certificate or passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level”; and

   C. a Diploma in Health and Education or Anti-Drug Education or Occupational Health and Safety or Biomedical Science or Sanitary Science or Environmental Health from a recognised institution.

   OR

   Equivalent qualifications to A, B and C above acceptable to the Public Service Commission.
Candidates should –

(i) reckon at least five years’ experience in the promotion of Health in the Education Sector or in Anti-Drug Education or in Social Work;

(ii) possess good communication, leadership, analytical and organisational skills;

(iii) be motivated and proactive; and

(iv) be computer literate.

NOTE

1. Qualification at 1.A above should have been obtained prior to qualification at 1.B above.

2. Candidates should produce written evidence of experience/knowledge claimed.

3. The onus for the submission of equivalence of qualification (if applicable) from the relevant authorities rests on the candidates.

4. The Commission reserves the right to convene only the best qualified candidates for interview.

IV. ROLE AND RESPONSIBILITIES

To ensure that the health needs of students of primary and secondary schools are effectively met in line with goals and objectives of the Ministry.

V. DUTIES AND SALARY

1. To advise on the formulation of policies for the promotion of health and the prevention of substance abuse in the education sector.

2. To propose strategies for the implementation of approved programmes at school level.

3. To monitor and report on trends of deviant behaviour in schools.

4. To organise and implement training for teachers related to Health Clubs.

5. To co-ordinate and monitor interventions by visiting resource persons in schools.
6. To motivate, monitor and evaluate health promotion and substance abuse prevention activities in schools.

7. To ensure proper co-ordination between the Ministry and other Ministries/Departments/ Non-Governmental Organisations (NGOs), parastatal bodies and other stakeholders.

8. To represent the Ministry in meetings with other Ministries/Departments, NGOs and parastatal bodies, as and when required.

9. To advise the Curriculum Panels on new curriculum materials relating to health and education and substance abuse.

10. To organise research and surveys.

11. To submit annual report with recommendations on health promotion and substance abuse prevention activities in both primary and secondary schools.

12. To prepare appropriate teaching aids, posters and flyers.

13. To keep abreast of developments in the field of education and health.

14. To act as a facilitator for the regional Health and Education Councils.

15. To liaise with local and international stakeholders, analyse options and make recommendations for implementation in schools.

16. To facilitate training of heads of schools, teachers/educators, students and parents.

17. To facilitate co-curricular and extra-curricular health-related activities at school level.

18. To provide inputs for policy decisions on health education.

19. To use ICT in the performance of his duties.

20. 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 Co-ordinator, Health and Anti-Drug in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 28,925 x 750 – 29,675 x 900 – 34,175 x 1,200 – 37,775 x 1,500 – 46,775 a month plus salary compensation at approved rates.
VI. MODE OF APPLICATION

1. Qualified candidates should submit their application on **PSC Form 7** which may be obtained **either** from the Enquiry Counter of the Ministry of Civil Service and Administrative Reforms, Ground Floor, Emmanuel Anquetil Building, Port Louis **or** from the Enquiry Counter of the Public Service Commission, 7, Louis Pasteur Street, Forest-Side **or** from the Chief Commissioner’s Office, Port Mathurin, Rodrigues **or** from the offices of the Mauritius High Commission/Embassies overseas.

2. Candidates already in the service should submit their application **in duplicate**, the original to be sent directly to the Secretary, Public Service Commission and the duplicate through their respective Supervising/Responsible Officers.

3. This advertisement together with the application form (PSC Form 7) are available on the website of the Public Service Commission at [http://psc.govmu.org](http://psc.govmu.org)

4. On-line application can also be submitted through the government web portal at [http://www.govmu.org](http://www.govmu.org)

5. Acknowledgement of applications will be made as far as possible by **e-mail**. Candidates are therefore encouraged to submit their e-mail address.

6. Candidates are advised to read carefully the “**NOTES AND INSTRUCTIONS TO CANDIDATES**” before filling in the application form. 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.**

VII. CLOSING DATE

Applications should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side, **not later than 3.00 p.m. on Tuesday 07 July 2015.**

Date: 17 June 2015

Public Service Commission,
7, Louis Pasteur Street,
**FOREST SIDE.**