Applications are invited from qualified candidates who wish to be considered for appointment as Health Information, Education and Communication Officer in the Ministry of Health and Quality of Life.

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**

Candidates should possess:

A. (i) (a) A Cambridge School Certificate with credit in at least five subjects including English Language, French and either Sociology or a science subject, preferably Biology or Human and Social Biology obtained at not more than two sittings or

(b) passes not below Grade C in at least five subjects including English Language, French and either Sociology or a science subject, preferably Biology or Human and Social Biology 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.

(ii) a Cambridge Higher School Certificate with passes at “Principal Level” in English and French obtained on one certificate or passes in English and French obtained on one certificate at the General Certificate of Education “Advanced Level”.

(iii) a diploma in Health Education or Communication Studies from a recognised institution.
Equivalent qualifications to A(i), A(ii) and A(iii) above acceptable to the Public Service Commission.

B. Candidates should –

(i) reckon at least two years’ experience in health education or social work or information and communication activities;

(ii) have the ability to communicate with people; and

(iii) be computer literate.

NOTE

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

2. The onus for the submission of written evidence of knowledge/experience claimed and equivalence of qualification (if applicable) from the relevant authorities (Tertiary Education Commission or Mauritius Qualifications Authority) rests on the candidates. Applications will not be considered in case of non-submission of written evidence of knowledge/experience claimed and Equivalence Certificate, as appropriate, by the closing date.

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

IV. DUTIES AND SALARY

1. To be responsible to the Chief Health Information, Education and Communication Officer for –

   (i) carrying out health promotion including health education activities;

   (ii) acting as resource person and delivering talks on subjects relating to health and organising workshops and seminars on health issues;

   (iii) preparing and disseminating information on health issues through mass media, other audio-visual means and community-based intervention for health promotion and health education activities;

   (iv) giving support to health personnel in their health promotion and health education activities including the preparation of health information materials;

   (v) encouraging community participation in health activities and promoting healthy lifestyles;

   (vi) identifying the community’s needs relating to health promotion and health education;
(vii) assisting in carrying out research and surveys in the field of health promotion and health education;

(viii) monitoring and evaluating health promotion and health education activities; and

(ix) taking charge of the safekeeping of audio-visual equipment and ensuring their maintenance and repair.

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 Health Information, Education and Communication Officer in the roles ascribed to him.

**Note**

Health Information, Education and Communication Officers are required to work at staggered hours.

The permanent and pensionable post carries salary in the scale Rs 16,400 x 325 – 17,700 x 375 – 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 32,500 x 925 – 37,125 x 1,225 – 39,575 a month.

**V. 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 Commissions/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. Candidates are encouraged to submit on-line application 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 advised 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.**
VI. **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 November 2017.**

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

**Date: 18 October 2017**