Applications are invited from qualified officers of the Ministry of Health and Quality of Life who wish to be considered for appointment as Project Co-ordinator (AIDS) in the Ministry.

II. QUALIFICATIONS

By selection from among serving officers of the AIDS Secretariat who -

(i) possess –

A. a Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level” or an equivalent qualification acceptable to the Public Service Commission; and

B. a degree in Social Science with specialisation in Psychology or a degree with Psychology as a major component or a degree in Psychology or a degree in Management from a recognised institution or an equivalent qualification acceptable to the Public Service Commission;

(ii) have relevant experience and interest in social work;

(iii) have work experience in medical/para medical field;

(iv) are able to monitor and evaluate projects, programmes and activities related to HIV/AIDS and sexually transmitted infections; and

(v) are computer literate.

Note

Qualification at A above should have been obtained prior to qualification at B above. However, candidates who, as at 30 June 2003, did not possess the qualification at A above, will also be considered provided they hold –

(a) a Cambridge School Certificate or Passes obtained on one certificate at the General Certificate of Education ‘Ordinary Level’ 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 or an equivalent qualification acceptable to the Public Service Commission; and

(b) a Master’s degree or a postgraduate diploma from a recognised institution in one of the fields at B above or an equivalent qualification acceptable to the Public Service Commission.
Qualification at (a) under ‘Note’ should have been obtained prior to qualification at B above and at (b) under ‘Note’.

**NOTE**

1. Candidates should produce written evidence of experience claimed.

2. **The onus for the submission of 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 failing the non-submission of Equivalence Certificate, as appropriate, by the closing date.**

**III. DUTIES AND SALARY**

1. To be responsible to the officer in charge of the AIDS Secretariat for the following:

   (i) the preparation of monthly, quarterly and annual comprehensive reports of the status of each individual activity contained in the National Strategic Plan;

   (ii) attending the technical committee meetings of institutions involved in implementing activities under the National Strategic Plan or other activities related to HIV/AIDS and to monitor the activities thereunder;

   (iii) acting as secretary to the National AIDS Committee and other committees set under the Plan;

   (iv) assisting the officer in charge of the AIDS Secretariat in the mobilisation and optimal utilisation of resources;

   (v) liaising with all parties concerned for exchange of information and maintaining harmonious course of action;

   (vi) utilisation of existing structures and mechanisms to keep the momentum of on-going activities;

   (vii) developing monitoring programme indicators to evaluate work progress and evaluation procedures for different projects, programmes and activities;

   (viii) monitoring the expenditure of programmes implemented by the AIDS Secretariat;

   (ix) ensuring proper networking with collaborating institutions for effective working relationships; and

   (x) disseminating the results of any study undertaken under the programme.
2. To perform such cognate duties as may be assigned.

The permanent and pensionable post carries salary in scale Rs 25,525 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 56,450 a month.

IV. 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. Applications should be submitted in duplicate, the original to be sent directly to the Secretary, Public Service Commission and the duplicate through the Senior Chief Executive, Ministry of Health and Quality of Life.

3. This Circular together with the Application Form (PSC Form 7) are available on the website of the Public Service Commission at http://psc.govmu.org

4. Candidates are encouraged to submit on-line application through the government web portal at 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 also 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.

V. CLOSING DATE

Applications should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side, not later than 3.00 p.m. on Wednesday 28 December 2016.

Date: 08 December 2016

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