PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 30 OF 2014

Vacancy for the Post of Chief Health Promotion and Research Co-ordinator
Ministry of Health and Quality of Life

Applications are invited from qualified officers of the Ministry of Health and Quality of Life who wish to be considered for appointment as Chief Health Promotion and Research Co-ordinator in the Ministry.

II. QUALIFICATIONS

A. By selection from among officers of the Ministry who –

   (i) possess a Master’s Degree in Sociology or Social Work or Health Promotion or Communication or Work Based Learning Studies (Health Promotion and Communication) from a recognised institution or an equivalent qualification acceptable to the Public Service Commission; and

   (ii) reckon at least 10 years’ working experience in Non-Communicable Diseases (NCDs) Prevention and Health Promotion activities.

B. Candidates should –

   (i) possess analytical, conceptual and leadership skills;

   (ii) have considerable organising, administrative and managerial abilities;

   (iii) be proactive in matters of health promotion; and

   (iv) have a record of having co-published papers/articles on health promotion and NCDs.

Note

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

III. ROLE AND RESPONSIBILITIES

To be responsible for the planning, organisation, implementation and monitoring of activities relating to Non-Communicable Diseases (NCDs) and health promotion.
IV. **DUTIES AND SALARY**

1. To be responsible to the Director-General, Health Services for the performance of the following duties -

   (i) to head the Non-Communicable Disease (NCD) and Health Promotion Unit;

   (ii) to monitor and conduct health promotion activities;

   (iii) to co-ordinate activities relating to promotion and control of NCDs in outreach regions, workplaces and schools;

   (iv) to co-ordinate effective mobilisation of the community and resources in community-based activities to influence changes in lifestyle;

   (v) to develop, plan, and implement health promotion projects, policies and strategies in collaboration with all stakeholders;

   (vi) to advise on the formulation of strategies for alleviating human sufferings relating to NCDs, Communicable Diseases and other emerging infectious diseases;

   (vii) to liaise with Ministries/Departments and all stakeholders, both at local and international levels in the preventive and promotive aspects of health;

   (viii) to identify areas of research in NCDs and health promotion and make appropriate proposals;

   (ix) to co-ordinate and conduct research, studies and surveys on NCDs and health promotion and to liaise with international Consultants for such exercise, whenever required;

   (x) to plan and organise national and international conferences, Primary Health Care functions and other events;

   (xi) to monitor the upkeep of a sound database of health promotion activities; and

   (xii) to ensure timely preparation and submission of reports on the monitoring and evaluation of related health promotion programmes.

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 Chief Health Promotion and Research Co-ordinator in the roles ascribed to him.
The permanent and pensionable post carries salary in scale Rs 36,575 x 1,200 – 37,775 x 1,500 – 58,775 a month. However, for the year 2014, the incumbent would draw salary at the discounted rate in accordance with the Master Conversion Table of the Errors, Omissions and Anomalies Committee Report 2013.

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 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.gov.mu

4. On-line application can also be submitted through the government web portal at http://www.gov.mu

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.

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 07 August 2014.

Date: 18 July, 2014

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