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

II. QUALIFICATIONS

By selection from among officers in the grade of Community Physician who reckon at least four years’ service in a substantive capacity in the grade and who –

(a) have good organising and managerial abilities;

(b) possess excellent communication and interpersonal skills; and

(c) possess effective leadership and supervisory skills.

III. ROLE AND RESPONSIBILITIES

To be responsible to the Regional Public Health Superintendent for the implementation, monitoring, co-ordination and evaluation of Non-Communicable Disease (NCD) projects, programmes and activities in a health region.

IV. DUTIES AND SALARY

1. To be directly responsible for the smooth running of the NCD units in a health region.

2. To supervise NCD and Diabetes Clinics at Primary Health Care level.

3. To supervise activities relating to Health Information, Education and Communication (HIEC) and Nutrition at regional level.

4. To implement and supervise NCD programmes.

5. To co-ordinate all health promotion activities related to Non-Communicable Diseases (NCDs) and Diabetes.

6. To promote community participation in NCD/Diabetes programmes.

7. To participate in research activities in the field of NCDs/Diabetes.
8. To submit regular comprehensive reports in collaboration with NCD and Health Promotion Unit on the follow-up of School Health programme and NCD Screening programme within the health region.

9. To organise ongoing training for health care personnel.

10. To conduct medical audit of the management of NCDs/Diabetes in Primary Health Care Centres.

11. To participate in radio and TV Health Education programmes on NCDs.

12. To provide technical input for the production of Health Education materials.

13. To co-ordinate at regional level, the compilation of appropriate registers of NCDs/Diabetes.

14. To use ICT in the performance of his 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 NCD Co-ordinator in the roles ascribed to him.

The permanent and pensionable post carries salary in scale Rs 60,575 x 1,800 – 69,575 x 2,425 – 72,000 x 2,500 – 77,000 x 3,000 – 83,000 a month. However, for the year 2013 and the year 2014, incumbents 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 16 December, 2013.

Date: 25 November, 2013

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