

PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 33 OF 2021

Vacancy for Post of Director, Health Promotion and Research **Ministry of Health and Wellness**

Applications are invited from qualified officers of the Ministry of Health and Wellness who wish to be considered for appointment as Director, Health Promotion and Research in the Ministry.

II. QUALIFICATIONS

- A. By selection from among serving officers of the Ministry of Health and Wellness, who hold a substantive appointment in their respective grades and draw a basic salary of not less than Rs 70,450 monthly and who possess –
- (i) 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) a PhD in Epidemiology and Health Statistics or Sociology or Health Promotion.
- B. Candidates should –
- (a) reckon at least 15 years' working experience in managing Non-Communicable Diseases (NCDs) Prevention and Health Promotion activities or in all Public Health activities;
 - (b) reckon at least 15 years' experience in management/administration as head of a section/unit in the Ministry;
 - (c) possess excellent communication, research and analytical skills and a sound track record of clearly identifiable outputs on health promotion and prevention of NCD including papers/articles;
 - (d) exhibit the highest commitment to achieve the strategic objectives falling under his responsibilities;
 - (e) be proactive in matters of health promotion;
 - (f) have the ability to work effectively as a team leader; and
 - (g) be able to meet tight deadlines.

NOTE

1. Candidates should produce written evidence of experience claimed.
2. **The onus for the submission of written evidence of knowledge claimed and equivalence of qualifications (if applicable) from the relevant authorities (Higher 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 claimed and Equivalence Certificate, as appropriate, by the closing date.**

III. ROLE AND RESPONSIBILITIES

To be responsible for the formulation and implementation of policies, strategies in line with the goals and objectives of the Ministry.

IV. DUTIES AND SALARY

1. To be responsible to the Director-General, Health Services for the performance of the following duties –
 - (a) to formulate strategies for alleviating human sufferings relating to NCDs, Communicable Diseases and other emerging infectious diseases;
 - (b) to drive the conception, formulation and realisation of policies projects and activities related to NCD and Health Promotion of the Ministry;
 - (c) to assist in-
 - (i) the implementation of Health Sector Strategic Plans and provide technical input for inclusion therein, as and when required; and
 - (ii) the formulation and enforcement of NCD related legislation;
 - (d) to strategically analyse and evaluate the present and future needs for Health Promotion activities/projects;
 - (e) to assess and review the policies, projects and activities related to NCD, Health Promotion and Research for the purpose of determining to what extent they are achieving the general policy objectives and make recommendations on new areas of research/studies in NCDs and Health Promotion;
 - (f) to coordinate the work of technical teams including Medical and Allied Health Professionals under his supervision in the NCD, Health Promotion and Research Unit;

- (g) to prepare and implement the budget for the NCD and Health Promotion projects in line with the health sector strategies of the Ministry;
 - (h) to organise studies, surveys, researches and other health matters carried out by the NCD, Health Promotion and Research Unit and to validate and disseminate the findings and recommendations thereof;
 - (i) to participate actively in -
 - (i) bilateral and multilateral meetings/discussions in the field of NCD, Health Promotion and Research; and
 - (ii) the publication of articles on health promotion and NCD-based research and studies;
 - (j) to act as liaison with Local Authorities and other organisations/bodies for initiation and implementation of NCD, Health Promotion and Research Projects;
 - (k) to ensure -
 - (i) the coordination of activities related to promotion and control of NCDs in outreach regions, workplaces and schools;
 - (ii) the coordination of effective mobilisation of the community and resources in community-based activities to influence changes in lifestyle; and
 - (iii) the implementation of appropriate training for all staff of the Unit;
 - (l) to oversee the planning, organisation and coordination of all health events, conferences, seminars and workshops on health promotion at national and international levels; and
 - (m) to promote an interdisciplinary approach to management of health promotion and prevention of NCD within the prevailing legal framework.
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 Director, Health Promotion and Research in the roles ascribed to him.

Note

The Director, Health Promotion and Research will be required to work outside normal working hours, including Saturdays, Sundays and Public Holidays and during emergencies.

The permanent and pensionable post carries a flat salary of Rs 110,000 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 Public Service, Administrative and Institutional 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. 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 Wellness.
3. This circular together with the Application Form (PSC Form 7) are available on the website of the Public Service Commission at **<https://psc.govmu.org>**
4. Acknowledgement of applications will be made, as far as possible, by **e-mail**. Candidates are, therefore, advised to submit their e-mail address.
5. 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 candidate.**

VI. CLOSING DATE

Application Forms should reach the Secretary, Public Service Commission, 7, Louis Pasteur Street, Forest Side **not later than 15 00 hours (local time) on 15 September 2021.** Applications received after the specified closing date and time will **not** be considered.

Date: 26 August 2021

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