

MAURITIUS PUBLIC SERVICE

PUBLIC ADVERTISEMENT NO. 104 OF 2021

Vacancy for Post of Assistant Director (Health and Wellness)
Ministry of Education, Tertiary Education,
Science and Technology

Applications are invited from qualified candidates who wish to be considered for appointment as Assistant Director (Health and Wellness) in the Ministry of Education, Tertiary Education, Science and Technology.

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

A. Candidates should –

- (i) be fully registered as medical practitioners in accordance with legislation in force in Mauritius;
- (ii) reckon at least seven years' experience relevant to the most common problems affecting/likely to affect the health of children;
- (iii) possess any of the qualifications listed below from a recognised institution obtained after having successfully followed a course of at least one academic year's duration –
 - (a) Diploma in Public Health
 - (b) MSc in Community Medicine
 - (c) Master in Public Health
 - (d) "Diplome en Santé Publique" issued jointly by the Mauritius Institute of Health and the University of Bordeaux II

OR

Equivalent qualifications to (a), (b), (c) and (d) above acceptable to the Public Service Commission.

B. Candidates should also –

- (i) possess good leadership, management, communication and interpersonal skills;

- (ii) have the ability to interact effectively with officers and stakeholders at all levels;
- (iii) be able to adopt a multi-disciplinary approach to problem-solving;
- (iv) have a high sense of commitment to achieve the strategic objectives falling under his responsibility;
- (v) have the ability to be flexible and work collaboratively within a high pressure office; and
- (vi) be computer literate.

NOTE

1. Candidates should submit a copy of their Certificate of Registration as medical practitioner in Mauritius together with their Application Form.
2. Candidates should produce written evidence of experience/knowledge claimed.
3. **The onus for the submission of written evidence of experience/knowledge 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 experience/knowledge claimed and Equivalence Certificate, as appropriate, by the closing date.**
4. Candidates may be required to sit for a written examination as part of the selection process.
5. The Commission reserves the right:
 - (i) to convene **only** the best qualified candidates for interview; and
 - (ii) not to make any appointment following this advertisement.

IV. ROLE AND RESPONSIBILITIES

To assist in the formulation, organisation, co-ordination, implementation, monitoring and evaluation of health promotion policies, programmes and health-related issues in the Pre-Primary, Primary and Secondary Education Sectors.

V. DUTIES AND SALARY

1. To assist the Director (Health and Wellness) in –
 - (i) the administration and management of the Health and Wellness Division;
 - (ii) the development of health education curriculum and the production of relevant pedagogical materials and tools in line with best national and international norms and standards;
 - (iii) the regular identification and prioritisation of health and wellness-related initiatives and the development of sectoral plans and relevant strategies for their effective implementation;
 - (iv) facilitating the showcasing of good practices, encouraging sound health and wellness programmes and disseminating early prevention and promotion programmes on appropriate behaviours for healthy lifestyles;
 - (v) identifying training needs, developing training strategies and conducting training for capacity building;
 - (vi) conducting surveys and analysing research findings pertaining to health and wellness of children in schools and proposing appropriate measures; and
 - (vii) preparing budget for health and wellness promotion programmes and monitoring expenditure in line with Budget Estimates.
2. To compile relevant databases and provide regular reports on children in schools, including learners with Special Education Needs, pertaining to health issues and wellness programmes.
3. To undertake research on children’s health issues and keep abreast of latest developments in the field of health and wellness.
4. To be responsible for the organisation of seminars and workshops for children in schools, heads of schools, teaching and non-teaching staff on health education and wellness programmes.
5. To establish linkages and work in close collaboration with the Ministry of Health and Wellness, other Ministries, institutions and partners (local and international) for the smooth implementation of projects and programmes.
6. To mount and disseminate early prevention programmes to promote healthy lifestyles.

7. To work out outreach programmes for effective sensitisation of the community on health and wellness matters through collaborative partnerships with relevant organisations and institutions.
8. To use ICT in the performance of his duties.
9. 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 Assistant Director (Health and Wellness) in the roles ascribed to him.

The permanent and pensionable post carries salary in the scale Rs 68,000 x 1,800 – 69,800 x 2,000 – 75,800 x 2,150 – 82,250 x 3,000 – 88,250 x 3,125 – 94,500 a month.

VI. 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. 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 Officer/Responsible Officer.
3. This advertisement 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.**

VII. 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 Thursday 03 February 2022.** Application Forms received after the specified closing date and time will **not** be considered.

Date: 14 January 2021

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