

PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 11 OF 2022

Vacancy for Post of Officer-in-charge, Harm Reduction Section **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 Officer-in-charge, Harm Reduction Section in the Ministry.

II. QUALIFICATIONS

- A. By selection from among serving officers who are fully registered as medical practitioners in accordance with legislation in force in Mauritius and who reckon at least eight years' experience in the Ministry of Health and Wellness of which two years should be related to work in respect of harm reduction strategies.
- B. Candidates should –
- (i) possess good organising, managerial, conceptual and training skills;
 - (ii) possess good communication, interpersonal and supervisory skills;
 - (iii) be proactive and be able to meet emerging challenges; and
 - (iv) have the ability to lead and motivate staff.

III. ROLE AND RESPONSIBILITIES

To be responsible for the overall management and the day-to-day administration of the Harm Reduction Section.

IV. DUTIES AND SALARY

1. To be responsible to the Director-General, Health Services through the Director, Health Services for the following duties –
- (i) to supervise, coordinate and implement the Methadone Substitution Therapy Programme and the Needle Exchange Programme and other Harm Reduction Programme, including Rehabilitation Programme;
 - (ii) to manage the Methadone Substitution Therapy Centre (Male and Female);
 - (iii) to advise on matters related to Methadone Substitution Therapy and Needle Exchange Programme;

- (iv) to implement and supervise Drug Control Master Plan;
 - (v) to liaise with the community and Police Department to ensure safe implementation of the Methadone Substitution Therapy and Needle Exchange Programme;
 - (vi) to maintain a National database on the Needle Exchange Programme and Methadone Substitution Therapy Programme;
 - (vii) to collect and compile all statistics related to Harm Reduction Programme;
 - (viii) to train the personnel of Non-Governmental Organisations (NGOs) on Harm Reduction Strategies;
 - (ix) to conduct regular meetings with all stakeholders including Harm Reduction Committee;
 - (x) to submit comprehensive reports and brief regularly, as and when required;
 - (xi) to supervise and coordinate all Drop in Centres and all Methadone Dispensing Points; and
 - (xii) to train and supervise Government officers including Medical and Health Officer/Senior Medical and Health Officers and paramedical staff on Harm Reduction Strategies.
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 Officer-in-charge, Harm Reduction Section in the roles ascribed to him.

The permanent and pensionable post carries salary in 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 – 97,625 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. Application Forms 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 Monday 28 March 2022**. Application Forms received after the specified closing date and time will **not** be considered.

Date: 08 March 2022

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