

PUBLIC SERVICE COMMISSION CIRCULAR NOTE NO. 05 OF 2022

Vacancy for Post of Principal Health Information, Education and Communication Officer 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 Principal Health Information, Education and Communication Officer in the Ministry.

II. QUALIFICATIONS

By selection from among officers in the grade of Senior Health Information, Education and Communication Officer who reckon at least two years' service in a substantive capacity in the grade and who –

- (i) possess a degree in Health Education or Communication Studies from a recognised institution or an equivalent qualification acceptable to the Public Service Commission; and
- (ii) have good interpersonal and supervisory skills.

NOTE

The onus for the submission of equivalence of qualification (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 Equivalence Certificate, as appropriate, by the closing date.

III. ROLE AND RESPONSIBILITIES

To ensure the effective implementation of the policies, strategies and programmes devolving on the Health Information, Education and Communication Unit and to be accountable to the Chief Health Information, Education and Communication Officer.

IV. DUTIES AND SALARY

1. To assist –
 - (i) the Chief Health Information, Education and Communication Officer in the day-to-day management and proper functioning of the Health Information, Education and Communication Unit; and
 - (ii) in the formulation of policies, strategies and programmes on health information, education, communication and promotion.

2. To enlist community participation in health activities and promote healthy lifestyles.
3. To conduct –
 - (i) sensitisation and awareness campaign on health education and the implementation of related health education programmes; and
 - (ii) research and surveys in the field of health education.
4. To organise and conduct training programmes for subordinate staff.
5. To keep the public informed of emerging diseases and the precautionary measures to be taken.
6. To coordinate health education activities with other divisions/units of the Ministry and other sectors including non-governmental organisations.
7. To act as resource person and deliver talks.
8. To formulate strategies for media plans including the effective use of billboards, posters, social media and other materials for health education and health promotion.
9. To monitor and evaluate health education activities.
10. To use ICT in the performance of his duties.
11. 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 Principal Health Information, Education and Communication Officer in the roles ascribed to him.

Note

Principal Health Information, Education and Communication Officers will be required to work at staggered hours.

The permanent and pensionable post carries salary in scale Rs 36,550 x 900 – 37,450 x 950 – 42,200 x 1,300 – 46,100 x 1,575 – 49,250 x 1,650 – 54,200 x 1,700 – 62,700 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 Thursday 03 March 2022.** Application Forms received after the specified closing date and time will **not** be considered.

Date: 11 February 2022

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