

**MAURITIUS PUBLIC SERVICE**

**PUBLIC ADVERTISEMENT NO. 37 OF 2025**

**Vacancy for Post of National HIV/AIDS Co-ordinator**  
**Ministry of Health and Wellness**

Applications are invited from qualified candidates who wish to be considered for appointment as National HIV/AIDS Co-ordinator in the Ministry of Health and Wellness.

**II. AGE LIMIT**

Candidates, unless already in the Service, should not have reached their **45<sup>th</sup>** 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) possess a Master's Degree in Public Health or Management and Development or Reproductive Health from a recognised institution or an equivalent qualification acceptable to the Public Service Commission;
- (iii) reckon at least five years' experience in the planning, coordination and management of projects, programmes and activities including Non-Governmental Organisation (NGO) operations; and
- (iv) reckon at least five years' clinical experience in HIV/AIDS.

B. Candidates should also –

- (i) possess leadership skills and the ability to work in a multi-disciplinary team;
- (ii) possess good interpersonal and communication skills; and
- (iii) be computer literate.

**NOTE**

1. Candidates should produce written evidence of experience/knowledge claimed.
2. **Candidates should submit a copy of their Certificate of Registration as medical practitioner in Mauritius together with their Application Form.**

3. **The onus for the submission of written evidence of experience/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 experience/knowledge claimed and Equivalence Certificate, as appropriate, by the closing date.**
4. Candidates may be required to take part in a written examination.
5. The Commission reserves the right not to make any appointment following this advertisement.

#### **IV. ROLE AND RESPONSIBILITIES**

To be responsible for the overall management and the day-to-day administration of the National AIDS Secretariat.

#### **V. DUTIES AND SALARY**

1. To be responsible to the Director-General, Health Services through the Director, Health Services for the performance of the following duties –
  - (i) to be in charge of the National HIV/AIDS Secretariat;
  - (ii) to advise the High-Level Drugs and HIV Council on formulation of HIV/AIDS policies and related issues;
  - (iii) to support and work closely with the High-Level Drugs and HIV Council members, participating Ministries/Departments, NGOs (national and international), and other stakeholders for timely implementation of the Council mandated activities;
  - (iv) to supervise the work of agents engaged in the community and civil society initiatives;
  - (v) to assist in the provision of training and capacity building of staff involved in HIV/AIDS;
  - (vi) to coordinate project implementation in connection with HIV/AIDS and to be responsible for monitoring and evaluation of activities as well as the compilation of reports, as appropriate;
  - (vii) to be responsible for all technical matters, in coordination with relevant Ministry of Health and Wellness services, relating to the implementation of projects, programmes and activities of the Secretariat;
  - (viii) to be responsible for coordinating financial management and procurement matters with relevant Ministry of Health and Wellness services;

- (ix) to submit quarterly and annual progress reports to the Ministry of Health and Wellness on the activities of the National HIV/AIDS Secretariat;
  - (x) to chair meetings of the HIV/AIDS action groups comprising HIV/AIDS focal points from Ministries/Departments, NGOs (national and international), staff of the National AIDS Secretariat and other stakeholders;
  - (xi) to support Government in mobilising resources for the funding of the multi-sectoral HIV/AIDS response;
  - (xii) to coordinate activities pertaining to the attainment of the UNAIDS and country's targets as set out in the National Action Plan for HIV and the National Health Sector Strategy of the Ministry of Health and Wellness, in line with the Sustainable Development Goals and Universal Health Coverage;
  - (xiii) to review, develop and ensure implementation of new HIV strategies to reduce the gaps along the HIV care continuum;
  - (xiv) to ensure that the National Monitoring and Evaluation Framework is functional for HIV/STIs and to improve quality of data with regards to National and Global AIDS Monitoring reports, SADC and UNAIDS HIV indicators; and
  - (xv) to ensure development and implementation of HIV treatment protocol in accordance with international recommendations.
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 National HIV/AIDS Co-ordinator in the roles ascribed to him.

The permanent and pensionable post carries flat salary of Rs 107,000 a month.

## **VI. FRINGE BENEFITS**

The National HIV/AIDS Co-ordinator is entitled to the following benefits:

- (a) 100% duty remission for the purchase of a car with engine capacity of up to 1850 c.c. once every five years; **or**  
a monthly car allowance of Rs 9,270 in lieu of duty remission.
- (b) loan facilities for the first purchase of a car equivalent to 21 months' salary with interest rate at 3% per annum, refundable in 84 monthly instalments;
- (c) a monthly travelling allowance of Rs 13,200 both for attending duty and for official travelling;
- (d) passage benefits at the rate of 5% of annual salary drawn;

- (e) an allowance of Rs 13,500 annually for the purchase of medical books, e-materials, journals and other publications;
- (f) refund of the full amount of annual subscription fee payable to the Medical Council of Mauritius;
- (g) an allowance of Rs 12,130 annually, cumulative over a period of three years, to meet the expenses towards the Continuing Professional Development; and
- (h) rent free telephone and a pre-determined number of free calls depending on posting.

## **VII. 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 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 Commissions/Embassies overseas.
2. Candidates already in the service **should** submit their Application Form **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.**

## **VIII. 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 Tuesday 26 August 2025.** Application Forms received after the specified closing date and time will **not** be considered.

**Date: 06 August 2025**

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