GOVERNMENT OF MAURITIUS

SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS

Ministry: Prime Minister's Office (Defence and Home Affairs)
Post: Communication Officer, National Aids Secretariat
Salary: Rs 14,200 x 400 – 15,000 x 500 – 16,000 x 600 – 23,200 x 800 – 28,000 x 1,000 – 29,000 (10 35 58)
Effective Date: 22 September 2009
Qualifications:
A. A Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level”.

B. A Diploma in Sociology or Communication and Cultural Studies or Psychology from a recognised institution.

OR

Equivalent qualifications to A and B above acceptable to the Public Service Commission.

C. Candidates should -
   (i) be computer literate;
   (ii) reckon at least five years' working experience in the field of Health Communication/Behavioural Change/Health Promotion;
   (iii) have relevant experience and interest in social work; and
   (iv) be conversant with media functioning.

Qualification at A above should have been obtained prior to qualification at B above.

Candidates should produce written evidence of experience/knowledge claimed.

Duties:
1. To be responsible to the National HIV/AIDS Co-ordinator for the following duties -
   (i) to ensure proper networking with partners for effective working relationships;

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for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms
Date 22 SEP. 2009
(ii) to develop a National Plan of Communication based on the communication strategy of the National AIDS Secretariat (NAS);

(iii) to co-ordinate the implementation of the National Plan of Communication on HIV/AIDS;

(iv) to review and adapt the National Plan of Communication on HIV/AIDS according to changes in epidemiological trends of the disease;

(v) to co-ordinate research and surveys in the field of knowledge, attitudes and behaviour pertaining to HIV/AIDS;

(vi) to assist in monitoring and evaluation of Health Information, Education and Communication activities;

(vii) to formulate policies, strategies and programmes on communication;

(viii) to communicate with the media;

(ix) to project the image of the National AIDS Secretariat (NAS) through timely collection and dissemination of information; and

(x) to promote community mobilisation 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 Communication Officer, National AIDS Secretariat in the roles ascribed to him.