GOVERNMENT OF MAURITIUS

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

Ministry: Prime Minister’s Office
Post: National HIV/AIDS Coordinator
Salary: Rs 42,500 (09 00 78)
Effective Date: 18 July 2007
Qualifications: Candidates should -
(a) be fully registered as medical practitioners in accordance with legislation in force in Mauritius;
(b) possess a Master’s Degree in medical and allied sciences or management and development or reproductive health from a recognised institution or an equivalent qualification acceptable to the Public Service Commission;
(c) reckon at least five years’ experience in the planning, co-ordination and management of large scale projects, programmes and activities including Non-Governmental Organisation (NGO) operations;
(d) (i) demonstrate result-oriented performance and show drive and initiative;
(ii) have excellent interpersonal and communication skills;
(iii) possess leadership skills and ability to work in a multidisciplinary team;
(iv) be familiar with HIV/AIDS and development issues; and
(e) be well versed in the use of Information Technology.

Candidates should produce written evidence of experience claimed.

Duties:
1. To be in charge of the National HIV/AIDS Secretariat.
2. To advise the National AIDS Committee (NAC) on the formulation of HIV/AIDS policies and related issues.
3. To support and work closely with the NAC members, participating Ministries/Departments, NGOs (national and international) and other stakeholders for the timely implementation of NAC mandated activities.

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for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

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4. To supervise the work of agents engaged in the community and civil society initiatives.

5. To oversee the effective implementation of the training and capacity development aspects of the HIV/AIDS effort during project implementation.

6. To co-ordinate 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.

7. To be responsible for all technical matters, in co-ordination with relevant Prime Minister’s Office services, relating to the implementation of projects, programmes and activities of the Secretariat.

8. To be responsible for co-ordinating financial management and procurement matters with relevant Prime Minister’s Office services.

9. To ensure that annual audited accounts are prepared and submitted by the Prime Minister’s Office services on a timely basis to the NAC.

10. To submit semi-annual and annual progress reports on the activities of the National HIV/AIDS Secretariat.

11. 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 HIV/AIDS Secretariat and other stakeholders.

12. To support Government in mobilising resources for the funding of the multisectoral HIV/AIDS response.

13. To perform such cognate duties as may be assigned by the Chairperson of the NAC.

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Date: 18 JUL 2007