Ministry: Health and Quality of Life

Post: Programme Officer (Ex-NATReSA)

Salary: Rs 28,625 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 56,450 (23 058 081) (Personal)

Effective Date: 01 November 2018

Qualifications: By appointment of the Programme Officer on the establishment of the former National Agency for the Treatment and Rehabilitation of Substance Abusers (NATReSA) who has been redeployed to the Ministry of Health and Quality of Life.

Duties:

1. To be responsible to the officer-in-charge of the Harm Reduction Unit on all matters pertaining to prevention of substance abuse, treatment and rehabilitation of substance abusers which include –

   (a) liaising with voluntary social organisations and other institutions involved in the prevention of substance abuse and in the treatment and rehabilitation of substance abusers and to advise them in all technical matters;

   (b) to assist in organising training of technical staff of the Harm Reduction Section and Social Workers; and

   (c) assisting in the supervision of the work of the various institutions set up by the Ministry of Health and Quality of Life for the reduction and prevention of substance abuse.

2. To participate in the conduct of surveys of population at risk and substance abusers in collaboration with voluntary and other organisations which are involved in the prevention of substance abuse, treatment and rehabilitation of substance abusers as well as preparing and submitting relevant reports thereon.

3. To supervise the work of subordinate staff and report thereon.

4. To assist in organising prevention programmes on substance abuse and encouraging voluntary community participation in these programmes.

5. To monitor activities of funded NGOs and relevant agencies and report to the National Drug Observatory (NDO).

/2...

CERTIFIED CORRECT

...........................................
N. Auchoybur (Mrs)
for Secretary for Public Service
01 November 2018

Date........................................
6. To attend and participate actively in workshops and meetings, as and when required.

7. To use ICT in the performance of his duties.

8. 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 Programme Officer (Ex-NATReSA) in the roles ascribed to him.

**Note**

The Programme Officer (Ex-NATReSA) may be required to work outside normal working hours including Saturdays, Sundays and Public Holidays.

---

CERTIFIED CORRECT

N. Auchiobur (Mrs)
for Secretary for Public Service

01 November 2018

Date.................................................