Ministry: Health and Quality of life

Post: Senior Health Information, Education and Communication Officer

Salary: Rs 21,400 x 600 – 23,200 x 800 – 28,000 x 1,000 – 30,000 x 1,250 – 31,250 (10 48 60)

Effective Date: 16 March 2012

Qualifications: By promotion, on the basis of experience and merit, of officers in the grade of Health Information, Education and Communication Officer who reckon at least three years’ service in a substantive capacity in the grade and who possess organising and communication skills.

Duties: 1. To be responsible to the Chief Health Information, Education and Communication Officer through the Principal Health Information, Education and Communication Officer for –

   (i) ensuring community participation in health activities and promoting healthy lifestyles;

   (ii) conducting health education programmes in educational institutions;

   (iii) planning and organising the work programmes of subordinate staff and being responsible for their training;

   (iv) organising and implementing educational and motivational programmes;

   (v) organising meetings, film shows, forums and workshops on health education;

   (vi) delivering talks on subjects pertaining to health education;

   (vii) participating in research and surveys in the field of health education;

   (viii) preparing media campaigns to raise awareness on health issues;

   (ix) planning and participating in national and international events relating to health;

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for Senior Chief Executive
Ministry of Civil Service and Administrative Reforms

Date: 16 MAR 2012
(x) processing and analysing data and submitting regular reports thereon; and

(xi) preparing scripts and communiqués and arranging the distribution of publicity materials.

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 Senior Health Information, Education and Communication Officer in the roles ascribed to him.

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