GOVERNMENT OF MAURITIUS

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

Ministry: Health and Quality of Life
Post: Blood Donor Organiser
Salary: Rs 19,400 x 600 – 20,000 x 800 – 28,000 x 1,000 – 29,000 (09 53 65)
Effective Date: 18 May 2004

Qualifications:
A. By selection from among officers in the grades of Principal Medical Laboratory Technician and Senior Medical Laboratory Technician who have followed at least a six-week course in Blood Transfusion Services Management at a recognised institution.

B. Candidates should also:
   (i) have sound knowledge and experience in the field of blood donor education, motivation, sensitisation and recruitment;
   (ii) have an outgoing personality;
   (iii) have good interpersonal and communication skills;
   (iv) be able to lead and motivate a team of officers; and
   (v) be computer literate and be able to use database programmes.

Duties:
1. To be responsible to the Consultant (Pathology) for the following:
   (i) to act as a link between Blood Transfusion Service and the public;
   (ii) to foster the good will of local community leaders for blood donation;
   (iii) to be responsible, in collaboration with the local community organiser, for the recruitment of voluntary blood donors and thereafter to communicate with them;
   (iv) to maintain a reasonable stock of blood at all times;
   (v) to keep records and maintain a blood donor panel, including donor record cards;
   (vi) to plan, organise, maintain and evaluate blood collection programmes;
   (vii) to organise and deliver educational meetings and talks, lectures and sensitisation campaigns on blood donation/collection related issues; and
   (viii) to organise the work of Blood Bank Officers and Blood Bank Assistants.

2. To perform such cognate duties as may be assigned

CERTIFIED CORRECT

[Signature]
Senior Chief Executive
Ministry of Civil Service Affairs and Administrative Reforms

Date: 18 May 2004