

GOVERNMENT OF MAURITIUS

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

Ministry: Education and Human Resources, Tertiary Education and Scientific Research
Post: Assistant Director (Health and Wellness)
Salary: Rs 62,950 x 1,850 – 68,500 x 1,950 – 74,350 x 2,825 – 80,000 x 3,000 – 86,000 (06 085 095)

Effective Date: 8 May 2017

- Qualifications:** A. Candidates should –
- (i) be fully registered as medical practitioners in accordance with legislation in force in Mauritius;
 - (ii) reckon at least seven years' experience relevant to the most common problems affecting/likely to affect the health of children;
 - (iii) possess any of the qualifications listed below from a recognised institution obtained after having successfully followed a course of at least one academic year's duration –
 - (a) Diploma in Public Health
 - (b) MSc in Community Medicine
 - (c) Master in Public Health
 - (d) "Diplome en Santé Publique" issued jointly by the Mauritius Institute of Health and the University of Bordeaux II

OR

Equivalent qualifications to (a), (b), (c) and (d) above acceptable to the Public Service Commission.

- B. Candidates should also –
- (i) possess good leadership, management, communication and interpersonal skills;

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- (ii) have the ability to interact effectively with officers and stakeholders at all levels;
- (iii) be able to adopt a multi-disciplinary approach to problem-solving;
- (iv) have a high sense of commitment to achieve the strategic objectives falling under his responsibility;
- (v) have the ability to be flexible and work collaboratively within a high pressure office; and
- (vi) be computer literate.

Candidates should produce written evidence of experience/knowledge claimed.

**Role and
Responsibilities:**


To assist in the formulation, organisation, co-ordination, implementation, monitoring and evaluation of health promotion policies, programmes and health-related issues in the Pre-Primary, Primary and Secondary Education Sectors.

Duties:

1. To assist the Director (Health and Wellness) in –
 - (i) the administration and management of the Health and Wellness Division;
 - (ii) the development of health education curriculum and the production of relevant pedagogical materials and tools in line with best national and international norms and standards;
 - (iii) the regular identification and prioritisation of health and wellness-related initiatives and the development of sectoral plans and relevant strategies for their effective implementation;
 - (iv) facilitating the showcasing of good practices, encouraging sound health and wellness programmes and disseminating early prevention and promotion programmes on appropriate behaviours for healthy lifestyles;

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- (v) identifying training needs, developing training strategies and conducting training for capacity building;
 - (vi) conducting surveys and analysing research findings pertaining to health and wellness of children in schools and proposing appropriate measures; and
 - (vii) preparing budget for health and wellness promotion programmes and monitoring expenditure in line with Budget Estimates.
2. To compile relevant databases and provide regular reports on children in schools, including learners with Special Education Needs, pertaining to health issues and wellness programmes.
 3. To undertake research on childrens' health issues and keep abreast of latest developments in the field of health and wellness.
 4. To be responsible for the organisation of seminars and workshops for children in schools, heads of schools, teaching and non-teaching staff on health education and wellness programmes.
 5. To establish linkages and work in close collaboration with the Ministry of Health and Quality of Life, other Ministries, institutions and partners (local and international) for the smooth implementation of projects and programmes.
 6. To mount and disseminate early prevention programmes to promote healthy lifestyles.
 7. To work out outreach programmes for effective sensitisation of the community on health and wellness matters through collaborative partnerships with relevant organisations and institutions.
 8. To use ICT in the performance of his duties.
 9. 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 Assistant Director (Health and Wellness) in the roles ascribed to him.



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