

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

Ministry: Education, Tertiary Education, Science and Technology

Post: Coordinator, Health and Anti-Drug

Salary: Rs 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 42,325 (06 044 072)

Effective Date: 04 August 2020

Qualifications: A. (i) (a) Cambridge School Certificate with credit in at least five subjects including English Language obtained at not more than two sittings or

(b) Passes not below Grade C in at least five subjects including English Language obtained at not more than two sittings at the General Certificate of Education “Ordinary Level” provided that at one of the sittings, passes have been obtained either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject.

Note

Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at “Principal Level” and one subject at “Subsidiary Level” as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations.

- (ii) A Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level”.
- (iii) A diploma in Health Education or Anti-Drug Education or Occupational Health and Safety or Biomedical Science or Sanitary Science or Environmental Health or Public Health or Home Science or Home Economics or Food Science from a recognised institution

OR

Equivalent qualifications to A(i), A(ii) and A(iii) above acceptable to the Public Service Commission.

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CERTIFIED CORRECT

.....*S. Chundunsing*.....
S. Chundunsing (Mrs)
for Secretary for Public Service

04 August 2020

Date.....



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B. Candidates should –

- (i) possess good communication, leadership, analytical and organisational skills;
- (ii) be motivated and proactive; and
- (iii) be computer literate.

Qualification at A (i) above should have been obtained prior to qualification at A (ii) above.

Candidates should produce written evidence of experience/knowledge claimed.

**Role and
Responsibilities:**

To ensure that the health needs of students of Primary and Secondary Schools are effectively met in line with goals and objectives of the Ministry.

Duties:

1. To advise on the formulation of policies for the promotion of health and the prevention of substance abuse among students/youth.
2. To propose strategies for the implementation of approved programmes at school level.
3. To monitor and report on trends of deviant behaviour in schools.
4. To organise and implement training for teachers related to promotion of good health habit and substance abuse prevention.
5. To coordinate and monitor interventions by visiting resource persons in schools.
6. To motivate, monitor and evaluate health promotion and substance abuse prevention activities in schools.
7. To ensure proper coordination between the Ministry and other Ministries/ Departments/Non-Governmental Organisations (NGOs), parastatal bodies and other stakeholders.

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8. To represent the Ministry in meetings with other Ministries/Departments, NGOs and parastatal bodies, as and when required.
9. To implement projects related to the enhancement of Food Security and the promotion of good health and nutrition in schools.
10. To advise the Curriculum Panels on new curriculum materials relating to health, education and substance abuse.
11. To organise research and surveys on health, education and substance abuse.
12. To submit annual report with recommendations on health promotion and substance abuse prevention activities in both primary and secondary schools.
13. To prepare appropriate teaching aids, posters and flyers.
14. To keep abreast of developments in the field of education and health.
15. To act as a facilitator for the regional Health and Education Councils.
16. To liaise with local and international stakeholders, analyse options and make recommendations for implementation in schools.
17. To facilitate co-curricular and extra-curricular health-related activities at school level.
18. To use ICT in the performance of his duties.
19. 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 Coordinator, Health and Anti-Drug in the roles ascribed to him.



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S. Chundunsing (Mrs)
for Secretary for Public Service

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