

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

- Ministry:** Prime Minister's Office
- Post:** Monitoring and Evaluation Specialist
- Salary:** Rs 16,500 x 500 – 17,000 x 600 – 20,000 x 800 – 28,000 x 1,000 – 30,000 (19 48 66)
- Effective Date:** 22 August 2007
- Qualifications:**
- A. A Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education "Advanced Level" or an equivalent qualification acceptable to the Public Service Commission.
 - B. A degree in Social Science with specialisation in Psychology or a degree with Psychology as a major component or a degree in Psychology or a degree in Management from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.
 - C. Candidates should -
 - (i) have relevant experience and interest in social work;
 - (ii) reckon at least five years' working experience in the monitoring and evaluation of projects, programmes and activities related to HIV/AIDS; and
 - (iii) be computer literate.

Note

Qualification at A above should have been obtained prior to qualification at B above. However, candidates who, as at 30 June 2003, did not possess the qualification at A above, will also be considered provided they hold –

- (a) a Cambridge School Certificate or Passes obtained on one certificate at the General Certificate of Education 'Ordinary Level' 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 or an equivalent qualification acceptable to the Public Service Commission; and
- (b) a Master's degree or a postgraduate diploma from a recognised institution in one of the fields at B above or an equivalent qualification acceptable to the Public Service Commission.

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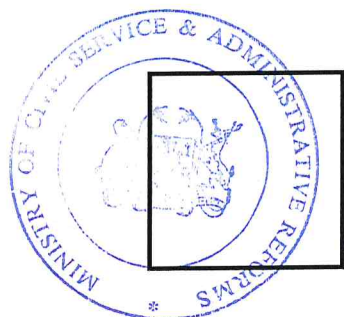
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for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

22 AUG 2007

Date



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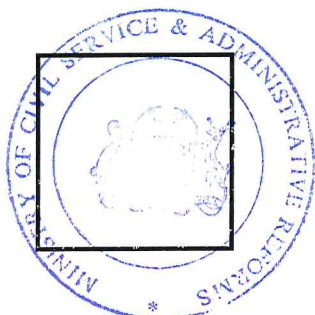
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Qualification at (a) under 'Note' should have been obtained prior to qualification at B above and at (b) under 'Note'.

Candidates should produce written evidence of experience claimed.

Duties:

1. To be responsible to the National HIV/AIDS Coordinator for the following duties:-
 - (i) to provide assistance in the performance of his duties;
 - (ii) to ensure timely implementation of the mandated activities of the National AIDS Committee (NAC);
 - (iii) to prepare monthly, quarterly and annual comprehensive reports of the status of each individual activity contained in the National Strategic Plan;
 - (iv) to develop and execute programmes that will benefit all, including vulnerable and marginalised groups;
 - (v) to act as Secretary to the NAC and other committees set up under the HIV/AIDS Strategic Plan;
 - (vi) to liaise with all parties concerned for proper implementation of projects, programmes and activities on HIV/AIDS;
 - (vii) to develop monitoring programme indicators to evaluate work progress and evaluation procedures for different projects, programmes and activities;
 - (viii) to monitor the expenditure of project programmes implemented by the AIDS Secretariat;
 - (ix) to ensure proper networking with collaborating institutions for effective working relationships; and
 - (x) to disseminate the results of any study undertaken under the programme to the NAC.
2. To perform such cognate duties as may be assigned.



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Ministry of Civil Service and
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