


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

6

- Ministry:** Health and Quality of Life
- Post:** Chief Health Information, Education and Communication Officer
- Salary:** Rs 30,000 x 1,250 – 45,000 (10 59 71)
- Effective Date:** 30 September 2011
- Qualifications:** By promotion, on the basis of experience and merit, of an officer in the grade of Principal Health Information, Education and Communication Officer who reckons at least one year's service in a substantive capacity in the grade and who –
- (i) possesses managerial and conceptual skills; and
  - (ii) has the ability to lead and motivate a team of officers.
- Role and Responsibilities:** To be responsible for the administration and management of the Health Information, Education and Communication Unit.
- Duties:**
1. To be responsible to the Director-General, Health Services for the performance of the following duties relating to Health Information, Education, Communication and Promotion –
    - (i) advising on and developing projects and programmes in the preventive aspect of health;
    - (ii) planning, co-ordinating and supervising national and regional issues;
    - (iii) formulating, monitoring and evaluating implementation of policies, strategies and programmes;
    - (iv) managing and optimising funds available for programmes and projects;
    - (v) undertaking advocacy programmes on health matters of national concern and disseminating information concerning health issues of public importance;
    - (vi) participating in capacity building of health personnel; and
    - (vii) planning and conducting research activities.

12...

CERTIFIED CORRECT

  
for Senior Chief Executive  
Ministry of Civil Service and  
Administrative Reforms

30 SEP 2011

Date.....



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

-2-

2. To ensure the implementation of the Performance Management System in the Unit.
3. To use ICT in the performance of his duties.
4. 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 Chief Health Information, Education and Communication Officer in the roles ascribed to him.

**Note**

The Chief Health Information, Education and Communication Officer will be required to work at staggered hours.



**CERTIFIED CORRECT**

  
.....  
*for Senior Chief Executive  
Ministry of Civil Service and  
Administrative Reforms*

Date..... **30 SEP 2011** .....