

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

- Ministry:** Health and Quality of life
- Post:** Senior Health Information, Education and Communication Officer
- Salary:** Rs 21,400 x 600 – 23,200 x 800 – 28,000 x 1,000 – 30,000 x 1,250 – 31,250 (10 48 60)
- Effective Date:** 16 March 2012
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Health Information, Education and Communication Officer who reckon at least three years' service in a substantive capacity in the grade and who possess organising and communication skills.
- Duties:**
1. To be responsible to the Chief Health Information, Education and Communication Officer through the Principal Health Information, Education and Communication Officer for –
 - (i) ensuring community participation in health activities and promoting healthy lifestyles;
 - (ii) conducting health education programmes in educational institutions;
 - (iii) planning and organising the work programmes of subordinate staff and being responsible for their training;
 - (iv) organising and implementing educational and motivational programmes;
 - (v) organising meetings, film shows, forums and workshops on health education;
 - (vi) delivering talks on subjects pertaining to health education;
 - (vii) participating in research and surveys in the field of health education;
 - (viii) preparing media campaigns to raise awareness on health issues;
 - (ix) planning and participating in national and international events relating to health;

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CERTIFIED CORRECT


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*for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms*
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- (x) processing and analysing data and submitting regular reports thereon;
and
 - (xi) preparing scripts and communiqués and arranging the distribution of
publicity materials.
2. To use ICT in the performance of his duties.
 3. 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
Senior Health Information, Education and Communication Officer in the roles
ascribed to him.

Note

Senior Health Information, Education and Communication Officers will be required to
work at staggered hours.



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