

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

- Ministry:** Health and Quality of Life
- Post:** NCD Co-ordinator
- Salary:** Rs 60,575 x 1,800 – 69,575 x 2,425 – 72,000 x 2,500 – 77,000 x 3,000 – 83,000 (09 80 90)
- Effective Date:** 23 September 2013
- Qualifications:** By selection from among officers in the grade of Community Physician who reckon at least four years' service in a substantive capacity in the grade and who –
- (i) have good organising and managerial abilities;
 - (ii) possess excellent communication and interpersonal skills; and
 - (iii) possess effective leadership and supervisory skills.
- Role and Responsibilities:** To be responsible to the Regional Public Health Superintendent for the implementation, monitoring, co-ordination and evaluation of Non-Communicable Disease (NCD) projects, programmes and activities in a health region.
- Duties:**
1. To be directly responsible for the smooth running of the NCD units in a health region.
 2. To supervise NCD and Diabetes Clinics at Primary Health Care level.
 3. To supervise activities relating to Health Information, Education and Communication (HIEC) and Nutrition at regional level.
 4. To implement and supervise NCD programmes.
 5. To co-ordinate all health promotion activities related to Non-Communicable Diseases (NCDs) and Diabetes.
 6. To promote community participation in NCD/Diabetes programmes.
 7. To participate in research activities in the field of NCDs/Diabetes.
 8. To submit regular comprehensive reports in collaboration with NCD and Health Promotion Unit on the follow-up of School Health programme and NCD Screening programme within the health region.

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CERTIFIED CORRECT

Alexis

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*for Senior Chief Executive
Ministry of Civil Service and
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9. To organise ongoing training for health care personnel.
10. To conduct medical audit of the management of NCDs/Diabetes in Primary Health Care Centres.
11. To participate in radio and TV Health Education programmes on NCDs.
12. To provide technical input for the production of Health Education materials.
13. To co-ordinate at regional level, the compilation of appropriate registers of NCDs/Diabetes.
14. To use ICT in the performance of his duties.
15. 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 NCD Co-ordinator in the roles ascribed to him.



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