

GOVERNMENT OF MAURITIUS

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

Ministry: Health and Quality of Life

Post: Project Co-ordinator (AIDS)

Salary: Rs 14,200 x 400 – 15,000 x 500 – 17,000 x 600 – 20,000 x 800 –
27,200 (11 43 63)

Effective Date: 06 January 2006

Qualifications: By selection from among serving officers of the AIDS Secretariat who -

- (i) possess -
 - 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; and
 - 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;
- (ii) have relevant experience and interest in social work;
- (iii) have work experience in medical/para medical field;
- (iv) are able to monitor and evaluate projects, programmes and activities related to HIV/AIDS and sexually transmitted infections; and
- (v) are computer literate.

NOTE

In the absence of qualified serving officers, by selection from among candidates who possess the qualifications laid down at (i) to (v) above.

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R. Rue

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

Date..... **06 JAN 2006**

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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.

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 officer in charge of the AIDS Secretariat for the following:-
 - (i) the preparation of monthly, quarterly and annual comprehensive reports of the status of each individual activity contained in the National Strategic Plan;
 - (ii) attending the technical committee meetings of institutions involved in implementing activities under the National Strategic Plan or other activities related to HIV/AIDS and to monitor the activities thereunder;
 - (iii) acting as secretary to the National AIDS Committee and other committees set under the Plan;
 - (iv) assisting the officer in charge of the AIDS Secretariat in the mobilisation and optimal utilisation of resources;

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R. Ruel

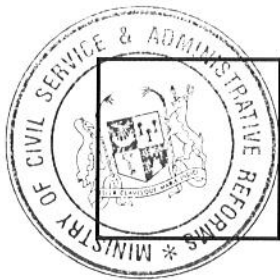
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- (v) liaising with all parties concerned for exchange of information and maintaining harmonious course of action;
 - (vi) utilisation of existing structures and mechanisms to keep the momentum of on-going activities;
 - (vii) developing monitoring programme indicators to evaluate work progress and evaluation procedures for different projects, programmes and activities;
 - (viii) monitoring the expenditure of programmes implemented by the AIDS Secretariat;
 - (ix) ensuring proper networking with collaborating institutions for effective working relationships; and
 - (x) disseminating the results of any study undertaken under the programme.
2. To perform such cognate duties as may be assigned.



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