

GOVERNMENT OF MAURITIUS

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

Ministry: Social Security, National Solidarity and Reform Institutions

Post: Assistant Director, Medical Unit

Salary: Rs 36,250 x 1,250 – 50,000 x 1,500 – 56,000 (09 64 79)

Effective Date: 10 November 2011

Qualifications: By selection from among officers in the grade of Medical and Health Officer/Senior Medical and Health Officer in the Ministry of Health and Quality of Life who reckon at least four years' service in a substantive capacity in the grade and who possess good managerial and supervisory skills.

Role and Responsibilities: To be responsible for the monitoring of services provided by medical staff of the Medical Unit in line with the Ministry's overall goals and objectives.

- Duties:**
1. To assist the Director, Medical Unit in the management of the Medical Unit and the implementation of government policies.
 2. To co-ordinate the activities of the different sections of the Medical Unit.
 3. To effect field visits for Medical Boards and domiciliary visits.
 4. To provide health education programmes.
 5. To be responsible for Carers' Strategy.
 6. To use ICT in the performance of his duties.
 7. 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 Assistant Director, Medical Unit in the roles ascribed to him.



CERTIFIED CORRECT

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for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms
10 NOV 2011
 Date.....