

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

- Ministry:** Health and Wellness
- Post:** National HIV/AIDS Co-ordinator
- Salary:** Rs 107,000 (09 000 106)
- Effective Date:** 06 October 2022
- Qualifications:**
- A. Candidates should –
- (i) be fully registered as medical practitioners in accordance with legislation in force in Mauritius;
 - (ii) possess a Master's Degree in Public Health or Management and Development or Reproductive Health from a recognised institution or an equivalent qualification acceptable to the Public Service Commission;
 - (iii) reckon at least five years' experience in the planning, coordination and management of projects, programmes and activities including Non-Governmental Organisation (NGO) operations; and
 - (iv) reckon at least five years' clinical experience in HIV/AIDS.
- B. Candidates should also –
- (i) possess leadership skills and the ability to work in a multi-disciplinary team;
 - (ii) possess good interpersonal and communication skills; and
 - (iii) be computer literate.

Candidates should produce written evidence of experience/knowledge claimed.

Role and Responsibilities: To be responsible for the overall management and the day-to-day administration of the National AIDS Secretariat.

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N. Auchoybur (Mrs)
for Secretary for Public Service

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Duties:

1. To be responsible to the Director-General, Health Services through the Director, Health Services for the performance of the following duties –
 - (i) to be in charge of the National HIV/AIDS Secretariat;
 - (ii) to advise the High-Level Drugs and HIV Council on formulation of HIV/AIDS policies and related issues;
 - (iii) to support and work closely with the High-Level Drugs and HIV Council members, participating Ministries/Departments, NGOs (national and international), and other stakeholders for timely implementation of the Council mandated activities;
 - (iv) to supervise the work of agents engaged in the community and civil society initiatives;
 - (v) to assist in the provision of training and capacity building of staff involved in HIV/AIDS;
 - (vi) to coordinate project implementation in connection with HIV/AIDS and to be responsible for monitoring and evaluation of activities as well as the compilation of reports, as appropriate;
 - (vii) to be responsible for all technical matters, in coordination with relevant Ministry of Health and Wellness services, relating to the implementation of projects, programmes and activities of the Secretariat;
 - (viii) to be responsible for coordinating financial management and procurement matters with relevant Ministry of Health and Wellness services;
 - (ix) to submit quarterly and annual progress reports to the Ministry of Health and Wellness on the activities of the National HIV/AIDS Secretariat;
 - (x) to chair meetings of the HIV/AIDS action groups comprising HIV/AIDS focal points from Ministries/Departments, NGOs (national and international), staff of the National AIDS Secretariat and other stakeholders;

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- (xi) to support Government in mobilising resources for the funding of the multi-sectoral HIV/AIDS response;
 - (xii) to coordinate activities pertaining to the attainment of the UNAIDS and country's targets as set out in the National Action Plan for HIV and the National Health Sector Strategy of the Ministry of Health and Wellness, in line with the Sustainable Development Goals and Universal Health Coverage;
 - (xiii) to review, develop and ensure implementation of new HIV strategies to reduce the gaps along the HIV care continuum;
 - (xiv) to ensure that the National Monitoring and Evaluation Framework is functional for HIV/STIs and to improve quality of data with regards to National and Global AIDS Monitoring reports, SADC and UNAIDS HIV indicators; and
 - (xv) to ensure development and implementation of HIV treatment protocol in accordance with international recommendations.
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 National HIV/AIDS Co-ordinator in the roles ascribed to him.



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