

GOVERNMENT OF MAURITIUS

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

- Ministry** Ministry of Health and Quality of Life
- Post:** Programme Officer, National AIDS Secretariat
- Salary:** Rs 25,525 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 56,450 (02 054 081)
- Effective Date:** 27 September 2017
- Qualifications:**
- A. A degree in Sociology or Health Sciences or Management from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.
- B. Candidates should –
- (i) possess good communication, interpersonal and supervisory skills;
 - (ii) possess the ability to analyse, interpret and present information in a clear, logical and accurate manner;
 - (iii) be familiar with projects relating to HIV/AIDS at national level; and
 - (iv) be computer literate.

Candidates should produce written evidence of knowledge claimed.

- Duties:** To ensure the proper planning, development and assessment of project work plans of the National AIDS Secretariat.
1. To be responsible to the National HIV/AIDS Co-ordinator for the following duties –
- (i) to assist in the planning and coordination of activities for the effective implementation of the national programme within participating line Ministries/Non-Governmental Organisations (NGOs)/Community Based Organisations (CBOs) at national and regional levels;
 - (ii) to compile for the National AIDS Secretariat (NAS) the annual project work plan and regular project progress reports for submission through the National HIV/AIDS Co-ordinator, to the World Bank (WB) and other financiers;

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

27 September 2017

Date.....

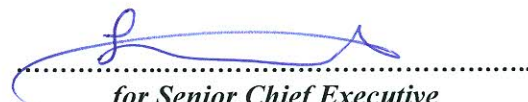
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- (iii) to ensure adherence to the project implementation plan and attainment of project objectives by all participating stakeholders;
 - (iv) to identify the training needs of participating line Ministries/NGOs/CBOs, People Living With AIDS (PLWA) groups and assist in the selection of candidates for technical assistance and training;
 - (v) to enhance intra-sectoral and inter-sectoral coordination of project activities to meet project objectives;
 - (vi) to represent the National HIV/AIDS Co-ordinator in meetings of AIDS Committees and sign documents on behalf of the National HIV/AIDS Co-ordinator when designated;
 - (vii) to maintain an updated inventory of project equipment and ensure regular maintenance of project vehicles and equipment; and
 - (viii) to supervise national programme facilitators.
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 Programme Officer, National AIDS Secretariat in the roles ascribed to him.



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*for Senior Chief Executive
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