

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

**Ministry:** Health and Quality of Life

**Post:** Health Information, Education and Communication Officer

**Salary:** Rs 16,400 x 325 – 17,700 x 375 – 19,575 x 475 – 21,950 x 625 – 23,200 x 775 –  
32,500 x 925 – 37,125 x 1,225 – 39,575 (10 035 070)

**Effective Date:** 09 May 2016

**Qualifications:** A. (i) (a) Cambridge School Certificate with credit in at least five subjects including English Language, French and either Sociology or a science subject, preferably Biology or Human and Social Biology obtained at not more than two sittings or

(b) passes not below Grade C in at least five subjects including English Language, French and either Sociology or a science subject, preferably Biology or Human and Social Biology obtained at not more than two sittings at the General Certificate of Education “Ordinary Level” provided that at one of the sittings, passes have been obtained 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.

**Note**

Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at “Principal Level” and one subject at “Subsidiary Level” as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations.

(ii) a Cambridge Higher School Certificate with passes at “Principal Level” in English and French obtained on one certificate or passes in English and French obtained on one certificate at the General Certificate of Education “Advanced Level”.

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*for Senior Chief Executive  
Ministry of Civil Service and  
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- (iii) a diploma in Health Education or Communication Studies from a recognised institution.

OR

Equivalent qualifications to A(i), A(ii) and A(iii) above acceptable to the Public Service Commission.

B. Candidates should –

- (i) reckon at least two years' experience in health education or social work or information and communication activities;
- (ii) have the ability to communicate with people; and
- (iii) be computer literate.

Candidates should produce written evidence of knowledge/experience claimed.

**Duties:**

- 1. To be responsible to the Chief Health Information, Education and Communication Officer for –
  - (i) carrying out health promotion including health education activities;
  - (ii) acting as resource person and delivering talks on subjects relating to health and organising workshops and seminars on health issues;
  - (iii) preparing and disseminating information on health issues through mass media, other audio-visual means and community-based intervention for health promotion and health education activities;
  - (iv) giving support to health personnel in their health promotion and health education activities including the preparation of health information materials;

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- (v) encouraging community participation in health activities and promoting healthy lifestyles;
  - (vi) identifying the community's needs relating to health promotion and health education;
  - (vii) assisting in carrying out research and surveys in the field of health promotion and health education;
  - (viii) monitoring and evaluating health promotion and health education activities; and
  - (ix) taking charge of the safekeeping of audio-visual equipment and ensuring their maintenance and repair.
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 Health Information, Education and Communication Officer in the roles ascribed to him.

**Note**

Health Information, Education and Communication Officers are required to work at staggered hours.



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