

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

- Ministry:** Health and Quality of Life
- Post:** Principal Health Information, Education and Communication Officer
- Salary:** Rs 34,350 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 56,450 (10 065 081)
- Effective Date:** 31 July 2018
- Qualifications:** By selection from among officers in the grade of Senior Health Information, Education and Communication Officer who reckon at least two years' service in a substantive capacity in the grade and who –
- (i) possess a degree in Health Education or Communication Studies from a recognised institution or an equivalent qualification acceptable to the Public Service Commission; and
 - (ii) have good interpersonal and supervisory skills.
- Role and Responsibilities:** To ensure the effective implementation of the policies, strategies and programmes devolving on the Health Information, Education and Communication Unit and to be accountable to the Chief Health Information Education and Communication Officer.
- Duties:**
1. To assist –
 - (i) the Chief Health Information, Education and Communication Officer in the day-to-day management and proper functioning of the Health Information, Education and Communication Unit; and
 - (ii) in the formulation of policies, strategies and programmes on health information, education, communication and promotion.
 2. To enlist community participation in health activities and promote healthy lifestyles.
 3. To conduct –
 - (i) sensitisation and awareness campaign on health education and the implementation of related health education programmes; and
 - (ii) research and surveys in the field of health education.
 4. To organise and conduct training programmes for subordinate staff.
 5. To keep the public informed of emerging diseases and the precautionary measures to be taken.

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CERTIFIED CORRECT

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S. Chundusing
S. Chundusing (Mrs)
for Secretary for Public Service

31 July 2018

Date.....



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6. To coordinate health education activities with other divisions/units of the Ministry and other sectors including non-governmental organisations.
7. To act as resource person and deliver talks.
8. To formulate strategies for media plans including the effective use of billboards, posters, social media and other materials for health education and health promotion.
9. To monitor and evaluate health education activities.
10. To use ICT in the performance of his duties.
11. 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 Principal Health Information, Education and Communication Officer in the roles ascribed to him.

Note

Principal Health Information, Education and Communication Officers will be required to work at staggered hours.



CERTIFIED CORRECT

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S. Chundunsing
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for Secretary for Public Service

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