GOVERNMENT OF MAURITIUS

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

Ministry: Health and Quality of Life

Post: Blood Donor Organiser *Restyled Blood Donor Co-ordinator*
CEO 2008

Salary: Rs 19,400 x 600 – 20,000 x 800 – 28,000 x 1,000 – 29,000 (09 53 65)

Effective Date: 18 May 2004

Qualifications:

A.   By selection from among officers in the grades of Principal Medical Laboratory Technician and Senior Medical Laboratory Technician who have followed at least a six-week course in Blood Transfusion Services Management at a recognised institution.

B.   Candidates should also:

(i)   have sound knowledge and experience in the field of blood donor education, motivation, sensitisation and recruitment;

(ii)   have an outgoing personality;

(iii)   have good interpersonal and communication skills;

(iv)   be able to lead and motivate a team of officers; and

(v)   be computer literate and be able to use database programmes.

Duties:

1.   To be responsible to the Consultant (Pathology) for the following:

(i)   to act as a link between Blood Transfusion Service and the public;

(ii)   to foster the good will of local community leaders for blood donation;

(iii)   to be responsible, in collaboration with the local community organiser, for the recruitment of voluntary blood donors and thereafter to communicate with them;

(iv)   to maintain a reasonable stock of blood at all times;

(v)   to keep records and maintain a blood donor panel, including donor record cards;

(vi)   to plan, organise, maintain and evaluate blood collection programmes;

(vii)   to organise and deliver educational meetings and talks, lectures and sensitisation campaigns on blood donation/collection related issues; and

(viii)   to organise the work of Blood Bank Officers and Blood Bank Assistants.

2.   To perform such cognate duties as may be assigned

CERTIFIED CORRECT

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

Date ....**1 8 MAY 2004**...........