

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

- Ministry:** Health and Quality of Life
- Post:** Head, AIDS Unit
- Salary:** Rs 101,000 (09 000 100)
- Effective Date:** 21 March 2019
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Senior AIDS Physician reckoning at least three years' service in a substantive capacity and who –
- (i) possess administrative and organising abilities; and
 - (ii) have initiative and leadership qualities.
- Role and Responsibilities:** To be responsible to the Director, Health Services for the formulation and implementation of policies on HIV/AIDS.
- Duties:**
1. To supervise the management of people living with HIV and AIDS at Specialised Treating Centres or any other health settings where treatment and follow-up are being provided.
 2. To develop and formulate prevention intervention programmes and ensure their implementation.
 3. To ensure that all legislation pertaining to HIV and AIDS are being enforced and complied with and to advise on drafting of new legislation, as and when required.
 4. To keep statistics relevant to his work and provide returns, as and when required.
 5. To be responsible for timely preparation and submission of reports.
 6. To represent the Ministry at inter-sectoral, national and regional levels.
 7. To conduct, participate and supervise surveys and research in the field of HIV and AIDS.
 8. To organise programmes, seminars and workshops.
 9. To organise and arrange training/seminars/workshops for health personnel and other stakeholders.
 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 Head, AIDS Unit in the roles ascribed to him.

CERTIFIED CORRECT

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N. Auchoybur (Mrs)
for Supervising Officer

21 March 2019

Date.....

