MINISTRY OF HEALTH

Mandate: Ministry of Health exists to promote & provide comprehensive Preventative, Curative & Rehabilitative quality health services to the nation.

CIRCULAR NO.45 OF 2016
24-36 MONTHS CONTRACT
VACANCY: PUBLIC HEALTH SPECIALIST – OCCUPATIONAL MEDICINE

Applications are invited from suitably qualified candidates for the above position at the Ministry of Health, Department of Public Health tenable at Ministry Headquarters.

Salary Scale: E2 (P325, 188 –P338, 316 per annum)
Benefits: i) Optional contributory Medical Aid Scheme, (Government Pays 50% and employee pays 50%).

  ii) Gratuity 25% at the end of contract.
Leave: 30 working days per annum.
Qualifications: Bachelor’s Degree in Medicine with Master degree in Public Health with specialty in Occupational Medicine / Health.
Experience: At least six years post basic experience in occupational medicine / Health.

Main purpose of the job: Duties: To provide technical assistance for planning, implementing, monitoring and evaluation of occupational health service delivery in Botswana

1. Initiates policy formulation and strategic planning at central level on Occupational Health in line with the Health policy;
2. Formulates programmes, implement plans and surveys on workers’ health;
3. Provides pre-employment and periodic health fitness services to the referred clients and advices on ergonomic adjustments
4. Provides advice on establishing occupational health services in workplaces;
5. Monitors the incidence of occupational diseases and conditions among high-risk occupational groups, e.g. miners, quarry workers and advice accordingly
Required Competencies:

- Analytical & Strategic Thinking
- Deciding and initiating action
- Planning & Execution
- Supervision and Accountability
- Innovating and driving change
- Team work and partnering
- Communicating effectively
- Delivering Quality Service

APPLICATIONS:
Quote the number of this Vacancy Circular and provide the following details:
a) Full name, address and place of birth,
b) Brief summary of career duties (Curriculum Vitae),
c) Certified copies of certificates (academic and professional), current references (not more than 6 months) and Identity Card (O mang).
d) In case of serving public officers/Mission Hospitals’ employees.
   (i) Date of first appointment,
   (ii) Present post and date of appointment thereto.

Applications should be addressed to: -

PERMANENT SECRETARY
MINISTRY OF HEALTH       OR       Hand deliver to:
P/BAG 0038                                          Ministry of Health Headquarters
GABORONE                                           Office 8A21

IMPORTANT: All applications from serving Public Officers must be routed to their Heads of Departments and Permanent Secretaries. Applications not so routed will not be considered.

Only short listed candidates would be responded to.

Closing date: 31 August 2016

For further information contact: Human Resource Management Unit on
Tel: 3632772/3632808

Values: Botho, Equity, Timeliness, Customer Focus, Teamwork