



## School Health & Safety Professionals

School health & safety professionals are charged with ensuring the health, physical, mental, and health & safety of students; providing a safe environment for students; setting and enforcing health care policies and standards for students; and making schools "health promoting" schools.

<b>Optional Job Title:</b>						<b>Basic Salary (monthly in MVR):</b>		16,104	
<b>Director of School Health &amp; Safety</b>									
MISSCO Code	Skill Level	Public Service Rank	Job Family	Institutional Category	Attendance Benefit (daily in MVR)	Job Allowance (monthly in MVR)			
						Step 1	Step 2	Step 3	
1345	4	9	Educational Service	3	203	7,515	8,642	9,769	
<b>Licenses and professional trainings</b>		A specific license, if required, in relation to the job requirements.			This post is classified as a senior management post under Article 34 (a) of the Maldives Employment Act (2/2008). Thus, the occupant of this post is not entitled for overtime payment and extra payment for working during public holidays.				
<b>Education qualification and work experience</b>		<ol style="list-style-type: none"> <li>Maldives National Qualifications Framework level 9 qualification in a related field of study; and minimum 4 years of work experience, that is inclusive of minimum 2 years' experience in a managerial role;</li> <li>OR;</li> <li>Maldives National Qualifications Framework level 7/8 qualifications in a related field of study; and minimum 8 years of work experience, that is inclusive of minimum 2 years' experience in a managerial role.</li> </ol>							



<p><b>Field of study (recruiting institution to select a field or fields depending on the job description)</b></p>	<p>School Health Education, Physical &amp; Health Education, Health Education, Health Education &amp; Behavior, Health Education &amp; Health Promotion.</p> <p>International Health, Community Health, Research Studies, Public Health Nursing, Primary Health Care, Public Health, Health Promotion, Occupational Health, Health Research, Environmental Health.</p> <p>Occupational Health, Occupational Safety &amp; Health, Occupational Safety Management, Occupational Health &amp; Safety Management, Occupational Safety-Health &amp; Wellbeing, Health &amp; Safety at Work, Work Place Health Management, Health-Safety &amp; Environment, Occupational Safety-Health &amp; Environment, Organizational &amp; Occupational Health Psychology, Occupational Risk Prevention, Occupational Risks, Work Health &amp; Safety Advanced, Health &amp; Safety, Industrial Hygiene, Occupational Hygiene, Safety Science, Technology-Work &amp; Health, Prevention of Occupational Hazards, Occupational Health &amp; Safety Leadership, Occupational Health &amp; Risk Management, Environmental Science with Hazards &amp; Disasters.</p> <p>Physiotherapy, Sports Science, Physiology, Occupational Therapy.</p>
<p><b>Areas of work experience (recruiting institution to select the relevant area or areas depending on the job description)</b></p>	<p>Policy, technical or research work in the health sector.</p> <p>Policy, technical or research work in an educational institution or a higher education institution.</p> <p>Policy, technical or research work related to the job duties in a government institution.</p>
<p><b>Examples of core job duties (note: The examples specified here are possible duties equivalent for a job at this rank of this job matrix. The recruiting institution is required to make necessary amendments for each job)</b></p>	<ol style="list-style-type: none"> <li>1. Play a leading role in providing technical input in formulating policies to establish safe environment in schools and ensure the school's infrastructure are safe for students.</li> <li>2. Plan, execute and monitor the training programmes required for the implementation of the Life Skills Education Program in schools needed to build a self-confident, productive and self-initiated generation through the education system.</li> <li>3. Provide information and training to school management, teachers, PTA members and school health &amp; safety officers to make schools health promoting schools.</li> <li>4. Formulate and implement policies and procedures to ensure the safety of students; and familiarize school staff with laws and regulations enacted to ensure the rights and safety of students as well as policies formulated by the Ministry of Education.</li> <li>5. Provide information and training to improve the quality of service of school health &amp; safety officers and school liaison officers; and monitor their work.</li> <li>6. Implement and monitor standards and procedures enacted to ensure that schools provide a healthy, disease-free environment that is healthy and physically safe for students.</li> <li>7. Formulate and implement rules and standards to be followed in health emergencies in schools.</li> <li>8. Work with relevant state agencies and other schools to improve students' physical fitness and mental health; provide necessary assistance to vulnerable or victimized students due to various circumstances; and plan and implement physical fitness training programmes for school sports supervisors and health &amp; PE teachers.</li> </ol>



9. Plan and implement anti-smoking and substance abuse prevention programmes targeting school teachers and parents to deter students from using tobacco and drugs.
10. Formulate and implement policies related to water sanitation and hygiene in schools.
11. Plan and implement a skill-based nutrition programmes for schools.
12. Ensure that the food and beverages available to students in school canteens and schools are healthy and safe; and monitor whether the school canteens are registered and operated in accordance with the policies set by the relevant institutions.
13. Identify and maintain the information of students on long-term medication and those undergoing treatment for major diseases (cancer, juvenile diabetes, kidney disease, etc.) through the "Education Management Information System".



<b>Optional Job Titles:</b>						<b>Basic Salary (monthly in MVR):</b>		12,273	
<ul style="list-style-type: none"> <li>• <b>School Health &amp; Safety Coordinator</b></li> <li>• <b>School Health &amp; Safety Analyst</b></li> </ul>									
MISSCO Code	Skill Level	Public Service Rank	Job Family	Institutional Category	Attendance Benefit (daily in MVR)	Job Allowance (monthly in MVR)			
						Step 1	Step 2	Step 3	
2359	4	8	Educational Service	3	155	5,727	6,586	7,445	
<b>Licenses and professional trainings</b>		A specific license, if required, in relation to the job requirements.							
<b>Education qualification and work experience</b>		<ol style="list-style-type: none"> <li>1. Maldives National Qualifications Framework level 9 qualification in a related field of study.</li> </ol> <p style="text-align: center;">OR;</p> <ol style="list-style-type: none"> <li>2. Maldives National Qualifications Framework level 7/8 qualifications in a related field of study; and minimum 4 years of work experience.</li> </ol>							
<b>Field of study (recruiting institution to select a field or fields depending on the job description)</b>		<p>School Health Education, Physical &amp; Health Education, Health Education, Health Education &amp; Behavior, Health Education &amp; Health Promotion.</p> <p>International Health, Community Health, Research Studies, Public Health Nursing, Primary Health Care, Public Health, Health Promotion, Occupational Health, Health Research, Environmental Health.</p> <p>Occupational Health, Occupational Safety &amp; Health, Occupational Safety Management, Occupational Health &amp; Safety Management, Occupational Safety-Health &amp; Wellbeing, Health &amp; Safety at Work, Work Place Health Management, Health-Safety &amp; Environment, Occupational Safety-Health &amp; Environment, Organizational &amp; Occupational Health Psychology, Occupational Risk Prevention, Occupational Risks, Work Health &amp; Safety Advanced, Health &amp; Safety, Industrial Hygiene, Occupational Hygiene, Safety Science, Technology-Work &amp; Health, Prevention of Occupational Hazards, Occupational Health &amp; Safety Leadership, Occupational Health &amp; Risk Management, Environmental Science with Hazards &amp; Disasters.</p> <p>Physiotherapy, Sports Science, Physiology, Occupational Therapy.</p>							
<b>Areas of work experience (recruiting institution to select the relevant area or areas depending on the job description)</b>		<p>Technical or research work in the health sector.</p> <p>Technical or research work related to the job duties in a government institution.</p>							



**Examples of core job duties (note: The examples specified here are possible duties equivalent for a job at this rank of this job matrix. The recruiting institution is required to make necessary amendments for each job)**

1. Plan and implement nutrition education programmes and anti-smoking and substance abuse programmes with the assistance of School Health & Safety Section of the Ministry of Education.
2. Take necessary actions to make schools as health promoting schools.
3. Plan and implement programmes to ensure the health and physical well-being of students.
4. Work to make the school a healthy and physically safe environment for students and to plan and implement programmes to protect the school and school community from dengue and mosquito-borne diseases.
5. Implement policies and procedures prescribed by the Ministry of Education and relevant health institutions to be followed in health emergencies encountered in schools.
6. Ensure that the drinking water available to students and staff is safe; and plan and implement the school's wash programme and hygiene education programme.
7. Implement physical fitness awareness and training to keep students healthy in accordance with the policy determined by the Ministry of Education and in consultation with the school principal.
8. Conduct health screening for specified grades on a date specified by the Ministry of Education in collaboration with the relevant authorities (hospital/health centre); and take necessary measures to ensure that food and beverages available at the school are healthy and safe.
9. Ensure the safety and security of students during experiential trips and competitions organised by the school; and make arrangements for the provision of first aid services.
10. Plan and conduct student health screening and identify and monitor students who are on long-term medication.
11. Implement policies of the Ministry of Education on matters such as health, mental and physical well-being of the students and the safety and security of the school environment, in consultation with the school management.
12. Prepare annual schedule of school health and safety activities and programmes; and prepare reports on activities and programmes at the end of the year; and share those schedules and reports with the relevant authorities as determined by the school.
13. Prepare and maintain an inventory of school health room facilities and first aid facilities and provide first aid and medication services without discrimination against any student.
14. Ensure that all students have completed the compulsory vaccination included in the National Vaccination Schedule and arrange vaccination / booster for students who have not completed the vaccination in consultation with the School Health & Safety Section of the Ministry of Education.
15. Provide first aid training to all school staff and oversee first aid at school evacuation drill.
16. Identify and monitor students who are on long-term medication use.

Optional Job Title:						Basic Salary (monthly in MVR):		10,888	
<b>Senior School Health &amp; Safety Officer</b>									
MISSCO Code	Skill Level	Public Service Rank	Job Family	Institutional Category	Attendance Benefit (daily in MVR)	Job Allowance (monthly in MVR)			
						Step 1	Step 2	Step 3	
2359	4	7	Educational Service	3	138	5,081	5,843	6,605	
<b>Licenses and professional trainings</b>		A specific license, if required, in relation to the job requirements.							
<b>Education qualification</b>		Maldives National Qualifications Framework level 7/8 qualifications in a related field of study.							
<b>Field of study (recruiting institution to select a field or fields depending on the job description)</b>		<p>School Health Education, Physical &amp; Health Education, Health Education, Health Education &amp; Behavior, Health Education &amp; Health Promotion.</p> <p>Community Health, Public Health Nursing, Primary Health Care, Public Health, Health Promotion, Health Research, Environmental Health.</p> <p>Occupational Health, Occupational Safety &amp; Health, Occupational Safety Management, Occupational Health &amp; Safety Management, Occupational Safety-Health &amp; Wellbeing, Health &amp; Safety at Work, Work Place Health Management, Health-Safety &amp; Environment, Occupational Safety-Health &amp; Environment, Organizational &amp; Occupational Health Psychology, Occupational Risk Prevention, Occupational Risks, Work Health &amp; Safety Advanced, Health &amp; Safety, Industrial Hygiene, Occupational Hygiene, Safety Science, Technology-Work &amp; Health, Prevention of Occupational Hazards, Occupational Health &amp; Safety Leadership, Occupational Health &amp; Risk Management, Environmental Science with Hazards &amp; Disasters.</p>							
<b>Examples of core job duties (note: The examples specified here are possible duties equivalent for a job at this rank of this job matrix. The recruiting institution is required to make necessary amendments for each job)</b>		<ol style="list-style-type: none"> <li>1. Take necessary actions to make schools as health promoting schools.</li> <li>2. Conduct programmes to ensure the health and physical well-being of students.</li> <li>3. Work to make the school a healthy and physically safe environment for students and conduct programmes to protect the school and school community from dengue and mosquito-borne diseases.</li> <li>4. Implement policies and procedures prescribed by the Ministry of Education and relevant health institutions to be followed in health emergencies encountered in schools.</li> <li>5. Ensure that the drinking water available to students and staff is safe; and conduct the school's wash programme and hygiene education programme.</li> </ol>							



6. Implement physical fitness awareness and training to keep students healthy in accordance with the policy determined by the Ministry of Education and in consultation with the school principal.
7. Conduct health screening for specified grades on a date specified by the Ministry of Education in collaboration with the relevant authorities (hospital/health centre); and take necessary measures to ensure that food and beverages available at the school are healthy and safe.
8. Ensure the safety and security of students during experiential trips and competitions organised by the school; and make arrangements for the provision of first aid services.
9. Plan and conduct student health screening and identify and monitor students who are on long-term medication.
10. Implement policies of the Ministry of Education on matters such as health, mental and physical well-being of the students and the safety and security of the school environment, in consultation with the school management.
11. Prepare annual schedule of school health and safety activities and programmes; and prepare reports on activities and programmes at the end of the year; and share those schedules and reports with the relevant authorities as determined by the school.
12. Prepare and maintain an inventory of school health room facilities and first aid facilities and provide first aid and medication services without discrimination against any student.
13. Ensure that all students have completed the compulsory vaccination included in the National Vaccination Schedule and arrange vaccination / booster for students who have not completed the vaccination in consultation with the School Health & Safety Section of the Ministry of Education.
14. Provide first aid training to all school staff and oversee first aid at school evacuation drill.



Optional Job Title:						Basic Salary (monthly in MVR):		9,825	
<b>School Health &amp; Safety Officer</b>									
MISSCO Code	Skill Level	Public Service Rank	Job Family	Institutional Category	Attendance Benefit (daily in MVR)	Job Allowance (monthly in MVR)			
						Step 1	Step 2	Step 3	
3649	3	5	Educational Service	3	80	2,947	3,389	3,831	
<b>Licenses and professional trainings</b>		A specific license, if required, in relation to the job requirements.							
<b>Education qualification</b>		Maldives National Qualifications Framework level 5/6 qualifications in a related field of study.							
<b>Field of study (recruiting institution to select a field or fields depending on the job description)</b>		Community Health, Nursing, Primary Health Care, Public Health, Health Promotion.							
<b>Examples of core job duties (note: The examples specified here are possible duties equivalent for a job at this rank of this job matrix. The recruiting institution is required to make necessary amendments for each job)</b>		<ol style="list-style-type: none"> <li>1. Implement policies of the Ministry of Education on matters such as health, mental and physical well-being of the students and the safety and security of the school environment, in consultation with the school management.</li> <li>2. Take necessary actions to make schools as health promoting schools; and seek consultation and technical assistance from the school management and the School Health &amp; Safety Section of the Ministry of Education during implementation.</li> <li>3. Prepare annual schedule of school health and safety activities and programmes; and prepare reports on activities and programmes at the end of the year; and share those schedules and reports with the relevant authorities as determined by the school.</li> <li>4. Ensure that the food and beverages available to students in school are in compliance with the healthy food's handbook of the Ministry of Education; and ensure that school canteens are registered with the relevant institutions.</li> <li>5. Meet with parents of students to see if any student is taking medication for a chronic illness, check if there is any medication to be used during school hours, keep track of such medication, and arrange for the student to be given medication under the supervision of the parent.</li> </ol>							





6. Conduct health screening for specified grades on a date specified by the Ministry of Education, as determined by the school management and in collaboration with the relevant authorities (hospital/health centre).
7. Prepare and maintain an inventory of school health room facilities and first aid facilities and provide first aid and medication services without discrimination against any student.
8. Ensure that all students have completed the compulsory vaccination included in the National Vaccination Schedule and arrange vaccination / booster for students who have not completed the vaccination in consultation with the School Health & Safety Section of the Ministry of Education.



Optional Job Title:						Basic Salary (monthly in MVR):		8,384
<b>Assistant School Health &amp; Safety Officer</b>								
MISSCO Code	Skill Level	Public Service Rank	Job Family	Institutional Category	Attendance Benefit (daily in MVR)	Job Allowance (monthly in MVR)		
						Step 1	Step 2	Step 3
3649	3	4	Educational Service	3	68	2,515	2,892	3,269
<b>Licenses and professional trainings</b>		A specific license, if required, in relation to the job requirements.						
<b>Education qualification</b>		Maldives National Qualifications Framework level 4 qualification in a related field of study.						
<b>Field of study (recruiting institution to select a field or fields depending on the job description)</b>		Community Health, Nursing, Primary Health Care, Public Health, Health Promotion.						
<b>Examples of core job duties (note: The examples specified here are possible duties equivalent for a job at this rank of this job matrix. The recruiting institution is required to make necessary amendments for each job)</b>		<ol style="list-style-type: none"> <li>1. Assistant in the implementation of policies of the Ministry of Education on matters such as health, mental and physical well-being of the students and the safety and security of the school environment, in consultation with the school management.</li> <li>2. Take necessary actions to make schools as health promoting schools; and seek consultation and technical assistance from the school management and the School Health &amp; Safety Section of the Ministry of Education during implementation.</li> <li>3. Prepare annual schedule of school health and safety activities and programmes; and prepare reports on activities and programmes at the end of the year; and share those schedules and reports with the relevant authorities as determined by the school.</li> <li>4. Assist in ensuring that the food and beverages available to students in school are in compliance with the healthy food's handbook of the Ministry of Education; and ensure that school canteens are registered with the relevant institutions.</li> <li>5. Meet with parents of students to see if any student is taking medication for a chronic illness, check if there is any medication to be used during school hours, keep track of such medication, and assistant in making the arrangements for the student to be given medication under the supervision of the parent.</li> </ol>						



6. Ensure that all students have completed the compulsory vaccination included in the National Vaccination Schedule and assist in making arrangements for vaccination / booster for students who have not completed the vaccination, in consultation with the School Health & Safety Section of the Ministry of Education.

