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திகதி } 23/3/2017  
Date }

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சுகாதார, போசணை மற்றும் சுதேச வைத்திய அமைச்சு  
Ministry of Health, Nutrition & Indigenous Medicine

Re: Job Description development for the staff attached to Ministry of Health

Development of updated job descriptions for the staff of the health sector is important for efficient delivery of services in different health institutions.

The process of development of job descriptions should be the responsibility of the relevant technical unit who has direct responsibilities of the specific health category.

The Director of Organization has revised the Job Description format and all Job Description shall be prepared using same.

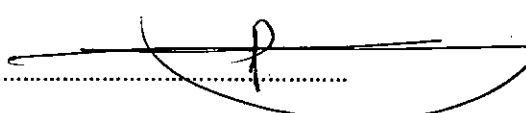
You are advised to identify the relevant stakeholders in development of job descriptions and it is recommended to conduct meetings/ discussions with all the relevant stakeholders in finalizing the job descriptions.

You may invite representatives from directorate of Organization Development unit of Management Development and Planning Unit of Ministry of Health to provide the technical support in development and finalization of job descriptions. The final draft should be sent to the Organization Development unit for observations and comments, before proceeding to approval.

The finalized job descriptions should be forwarded through relevant Deputy Director Generals for the approval by the DGHS and Secretary of Health. Approved job description should be then circulated among all heads of institutions with covering letter signed by the DGHS.

The format for the development of job descriptions is attached.

Thank you

  
Dr. J. M. W. Jayasundara Bandara  
Director General of Health Services  
Ministry of Health, Nutrition & Indigenous Medicine,  
No. 385, "Suwasiripaya",  
Rev. Baddegama Wimalawansa Thero Mw,  
Colombo 10.

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கௌடுவ, ஸௌண ஂ டுீடு லுெடூ அலுனஂஂடு  
சுகஂதஂர, ஡ுுசண ஡றூஂ சுதூச வஂதூய ஂ஡ஂச்சு  
Ministry of Health, Nutrition & Indigenous Medicine

**JOB DESCRIPTION**

<b>A. Description of position</b>	
A1. Job Title:	A2. Salary Code:
A3. Institution:	A4. Department/Division:
A5. Service Category:	A6. Grade/class:

A7. Summary of job:

<b>B. Role/ Responsibilities</b>	
B1. Key Result Areas/ Key accountabilities	B2. Key Performance Indicators
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
B3. Supervisory responsibilities (direct & indirect)	

B4. Tasks/functions(duty list):

- 1.
- 2.
- 3.
- 4.
- 5.
- ...

Any other duties assigned by head of institution

  
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**C. Person Specifications**

C1. Minimum Educational Qualifications:

C2. Skills required:

C3. Competencies (General & Career):

C4. Special circumstances affecting the job, associated risks/working conditions:

C5. Service Standards:

C6. Values and ethics:

C7. Responsibility of facilities and resources:

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**D. Key Relationships**

D1. Authorising Officer:	D2. Reporting to:
D3. Supporting staff:	

D4. Approved by:

**Secretary**  
**Ministry of Health, Nutrition & Indigenous Medicine**  
Date: