

General Circular No: 02 - 203 / 2016

My No: MH/AD/01/09 - 02
Ministry of Health, Nutrition & Indigenous Medicine,
"Suwasiripaya", No: 385,
Rev. Baddegama Wimalawansa Thero Mawatha,
Colombo 10.
12.2016

Provincial Health Secretaries,
Provincial Directors of Health Services/ Regional Directors of Health Services,
Directors of Teaching Hospital/ Directors of Specialized Campaigns and
Heads of All Hospitals and Institutions under the Line Ministry of
Health, Nutrition and Indigenous Medicine.

POST OF DEPUTY DIRECTOR GENERAL (MEDICAL SUPPLIES)
MINISTRY OF HEALTH, NUTRITION AND INDIGENOUS MEDICINE.

Applications are hereby invited from Medical Officers and Dental Surgeons in the Senior Administrative Grade of the Ministry of Health, Nutrition and Indigenous Medicine who have fulfilled qualifications under para 08 of this circular for recruitment of the above post.

02. Applications made on the specimen form attached to this letter should be sent under registered cover to reach the Secretary, Ministry of Health, Nutrition & Indigenous Medicine, No.385, Rev. Baddegama Wimalawansa Thero Mawatha, Colombo 10 on or before **30.12.2016**. Applications should not be addressed personally to the Secretary or any other officer of this Ministry.

03. Applicants who wish to withdraw their applications are permitted to do so, within two weeks of the closing date of applications. If the applicant is selected, he/she will be appointed to the post.

04. Job Description

1. Supervision, Monitoring and evaluation of all programs under the purview of Medical Supplies Division.
2. Ensure proper planning and implementation of all activities related to the Medical Supplies Division.
3. Policy Planning and implementation related to the Medical Supplies Division.
4. Ensure availability of human, financial and physical resources in the Medical Supplies Division.
5. Ensure safety, efficiency and quality of all medical supplies manufactured, imported in to the country and enforcement of the regulatory controls through the National Medicines Regulatory Authority.
6. Ensure continuous supply of all medical supplies at the lowest possible cost to the government while maintaining the safety, quality and efficiency at acceptable level.

7. Minimization of lead time by coordination, supervision and monitoring of all activities of State Pharmaceutical Corporation, State Pharmaceutical Manufacturing Corporation and local manufacturers and all other stakeholders related to medical supplies.
8. Ensure minimization of handling cost of medical supplies inventory by proper management of inventory and warehouse system by coordination, supervision and monitoring of current medical supplies stores system of line ministry institutions, regional medical supplies division and provincial institutions.
9. Minimizing quality failed and expired medical supplies by coordination, supervision and monitoring of destruction following accepted procedures.
10. Supervision and monitoring of current warehouse system of line ministry and provincial level and upgrading it to ensure safety, efficiency and quality of all Medical Supplies.
11. Provide technical guidance for the activities at the provincial level to ensure smooth functioning of supplies.
12. Coordination, supervision and monitoring of all supply chain activities of medical supplies in line ministry and provincial healthcare services.
13. Ensuring opportunities for staff development and capacity building to carry out assigned functions.

05. Terms and Conditions.

- a) The post is permanent and pensionable. The applicant selected will be appointed in terms of 97th regulation of chapter VIII of the Procedural Rules of the Public Service Commission subject to the 01 year period of acting from the date of appointment.
- b) The officer who is selected to this post is not entitled to engage in private practice.
- c) Officer who is appointed to this post cannot be transferred in terms of the section 11.1.2.3 of Medical Service Minute of Sri Lanka Health Service.

06. Salary Scale

- a) The salary scale of the post is, Rs. 88,000 - 12 x 2,700 -120,400/- (In terms of PA Circular No: 03/2016 SL -03-2016) Salary will be paid according to the said circular guidelines.
- b) The officers in the Medical Administrative Grade with Post Graduate Qualifications will be paid a Medical Administrative Allowance of Rs. 6,000/- per month.
- c) If a Specialist Medical Officer is selected to this post, he/she entitles to receive the salary and allowances of a Specialist Medical Officer.

07. Age Limit

Since all the officers are already in the public service, age limit will not be applied.

08. **Qualifications**

- a) Should be a Medical Officers or Dental Surgeons in the Senior Medical Administrative Grade of the Ministry of Health, Nutrition and Indigenous Medicine.
- b) Should have either Doctor of Medicine (MD) or Master of Science (MSc) in Medical Administration or Community Medicine.

Note: However these mandatory qualifications will not be applicable to those who are holding posts in the Senior Medical Administrative Grade on or before 16.04.2007.

09. **Marking Scheme for the Interview**

- I. Service Period - 50 marks
Maximum of 50 marks for the active service period served in the **Senior Medical Administrative Grade** (5 marks per year)
- II. Educational Qualifications fulfilled other than the basic qualifications mentioned on paragraph 08 (b) above. (Maximum 15 marks)
 - a) MSc. (Medical Administration/ Community Medicine) - 10 marks
 - b) MD (Medical Administration/ Community Medicine) - 15 marks

Note-

- i. Marks will be given only for one of the above qualifications of the applicants who have been appointed to a post in the Medical Administrative Grade on or before 16.04.2007.
- ii. Maximum of 15 marks will be given to the applicants who were appointed to the Medical Administrative Grade on permanent basis on or before 01.07.1996, the date on which MSc (Medical Administration) was commenced for the first time.

- III. Special Projects done by the officer in the subject area **relevant to the post** - 15 marks
03 marks for each project (for maximum 05 projects)
- IV. Research / Publications done by the officer in the subject area **relevant to the post** - 10 marks
02 marks for each Research / Publications (for maximum 05 Research / Publications)

Note-

Marks will not be allocated for Special Projects / Research or Publications submitted for the Postgraduate Degree and MD Degree.


-
- V. Performance at the Interview - 10 marks

Total Marks

100

10. Applications should be forwarded through the Heads of Decentralized Units, Specialized Campaigns on or before the closing date of applications. Applications received after closing date of applications will be rejected.
11. Attention is drawn to the general conditions of the part I of the Procedural Rules of the Public Service Commission with regard the recruitment to the posts in the public service.
12. In the event of any inconsistency between the Sinhala, English and Tamil texts of this notification, the Sinhala text will prevail.

By order of the Health Services Committee of the Public Service Commission,


Anura Jayawickrama
Secretary
Ministry of Health, Nutrition & Indigenous Medicine

Anura Jayawickrama
Secretary
Ministry of Health, Nutrition & Indigenous Medicine
"Suwasiripaya"
385, Rev. Baddegama Wimalawansa Thero Mawatha.
Colombo 10, Sri Lanka.