

General Circular No: 02 - 205 / 2016

My No: MH/AD/01/09 - 01
Ministry of Health, Nutrition & Indigenous Medicine,
"Suwasiripaya", No: 385,
Rev. Baddegama Wimalawansa Thero Mawatha,
Colombo 10.
19.12.2016

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 (NON COMMUNICABLE DISEASES)
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 and monitoring of Non Communicable Diseases Division, Mental Health and Cancer Control Programme coming under the preview of Non Communicable Diseases.
2. Policy planning and implementation in relation to the Non Communicable Diseases Division.
3. To advocate and sensitize the relevant divisions of Ministry of Health on this important public health subject area of Non Communicable Diseases.
4. Ensure proper planning of all activities in relation to the all divisions under the preview of Non Communicable Diseases.
5. Monitoring and evaluation of all programs under the purview of Director (Non-Communicable Diseases), Director (Cancer Control Programme), Director(Mental Health).

6. Ensure Proper distribution of human, financial and physical resources in relation to assigned areas of work.
7. Assist in implementation of National Alcohol and Tobacco Authority Act. (NATA Act.)
8. Ensure equity and equality in access to public health services with regard to prevention and control of Non-Communicable Diseases.
9. Promote research and generate scientific evidence relevant to the assigned areas.
10. Develop and maintain links in relation with all relevant national and international development partners in relation to this area.
11. Identify development projects suitable for donor funding related to assigned areas of work.
12. Provide technical guidance and recommendations for strengthening of laboratory services to support control of non-communicable diseases.
13. Ensuring opportunities for staff development and capacity building to carry out assigned functions.
14. Provide technical guidance and recommendations for the activities at the provincial level for controlling Non Communicable Diseases.
15. Obtain expert opinion where relevant to provide technical guidance and recommendations in improving curative care services related to Non-Communicable Diseases, Mental Health and Cancer control
16. Ensure support of relevant technical experts for development of clinical guidelines and Management protocols for Non-Communicable Diseases.
17. Obtain expert opinion to provide technical guidance and assistance in alcohol and mental rehabilitation and management of strokes and CKD.
18. Represent Ministry of Health in matters related Non-Communicable Diseases, Cancer control and Mental Health.
19. Establish ICT data base and IT system.
20. Provide leadership and guidance to conduct surveillance in assigned areas.
21. Guide in the preparation and dissemination of a yearly bulletin related to assigned areas.

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.

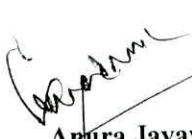
- V. Performance at the Interview - 10 marks
- Total Marks - 100

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.