



செயல் அலுவலகம்
சுகாதார அமைச்சு
Ministry of Health

JOB DESCRIPTION

A. Description of position	
A1. Job Title:	Director / International Health
A2. Salary Code:	SL 1/ SL 2/ SL 3
A3. Institution:	Ministry of Health
A4. Department/Division:	International Health Unit/ Management Development and Planning Unit
A5. Service Category:	Medical Service
A6. Grade/class:	Senior Administrative Grade

A7. Summary of job:

Director/ International Health is responsible for facilitating all international health activities which include donor funded projects, granting of fellowships, international health conferences, seminars, meetings, Memorandum of Understanding (MoU) with foreign countries, concurrence for foreign delegates, and Non-Governmental Organization (NGO) personnel, and matters related to global health diplomacy.

B. Roles/ Responsibilities	
B1. Key Result Areas/ Key accountabilities	B2. Key Performance Indicators
1. Coordination of WHO Biennial activities	1. Percentage of progress review meetings held per year
2. Coordination of activities of other development partners	2. Percentage of progress review meetings held per year
3. Coordination of fellowships	3. Number of fellowship applications processed within the year
4. Global health diplomacy	4.1. Number of health staff trained on global health diplomacy during the year 4.2. Number of interventions/ Regional One Voice interventions made at World Health Assembly (WHA)
B3. Supervisory responsibilities (direct & indirect): Supervision of all staff attached to the Directorate of International Health	

B4 Tasks/ functions (duty list):

1. WHO Biennial activities: All matters pertaining to preparation and submission of biennial proposals and monitoring of implementation of all activities under WHO biennial regular budget. Providing feedback to relevant officials and agencies on the progress of activities.
- Long and short term consultations, Co-ordination and processing of requests for long and short term consultants under WHO- Regular Budget (RB) and bilateral programs.

- Visits by international staff: Granting concurrence and coordinating arrangements for visits by WHO regional and headquarters staff under the RB and inter-country programs.
 - Visit by WHO fellows: Grant of concurrence, making arrangements and co-ordination of programmes for WHO fellows visiting Sri Lanka.
2. UNICEF, UNFPA and other international organizations and governments: Co-coordinating all activities connected with projects under the UNICEF, UNFPA and other international and bilateral donor agencies. Monitoring of all activities carried out under the projects and provide feedback to relevant officials and agencies on the progress of activities
 3. Global Health Diplomacy: to develop technical expertise, coordinate training and review and appraise global health situation as relevant to the local context and maintain a Data base on Global Health issues
 4. Maintain and disseminate the released information arising from the WHO, WHA and Regional Committee (RC) meetings and articles appearing in the International Journals / Newspapers on Sri Lankan Health Sector.
 5. Fellowships: Processing of all fellowships offered to the Ministry of Health, these include:
 - All fellowships under the regular budget
 - Fellowships offered by other organizations, agencies and WHO for training courses, consultation meetings, seminars, workshops and conferences
 - Facilitate the selection process for Fellowships and evaluate post-Fellowship activities
 - Maintain an updated database on fellowships
 6. International seminars and conferences
 - Processing of technical briefs and interventions for ministry officials for attendance at regular meetings such as WHO Regional Committee, World Health Assembly, Meetings of Health Ministers meeting and SEAR/SAARC Technical Committee Meetings
 - Coordinate submission of briefing notes, interventions, reports/speeches etc. for above meetings/ conferences

- To organize meetings to review progress of activities based on decisions taken at these meetings.
7. Recommending visa for foreigners working for NGO, residence visa for pharmaceutical firms
 8. Budget approval for all foreign funded activities: Approval of requests and budgets for all activities under all WHO, UNICEF and UNFPA and bilateral projects
 9. Approval of requests and budgets for all activities under contractual service agreements of all WHO, UNICEF, UNFPA and other bilaterally supported projects.
 10. Attend to matters pertaining to employment/ employees on contract under WHO, UNFPA and UNICEF funded projects.
 11. Coordinate all activities related to health under the relevant SAARC Technical Committee
 12. Technical Cooperation among Developing Countries (TCDC): coordination and processing of requests under TCDC and technical assistance to any countries on request
 13. Attending to matters pertaining to international correspondence referred to the MDPU by the Hon. Minister of Health, Secretary/Ministry of Health and Director General of Health Services.
 14. Along with Director/Planning to liaise with international agencies to generate and coordinate support for health plans implementation.
 15. Coordinating with other ministries and agencies on MOU signed with other countries.
 16. To conduct training programs to improve skills in managing donor funded projects (Proposal writing workshops)
 17. Conducting relevant research including assessment of the progress of donor funded projects and fellowships.
 18. Any other duties assigned by head of institution.

C. Person Specifications

C1. Minimum Educational Qualifications:

- As per the latest Medical Service Minute

C2. Skills required:

- Human skills, writing skills, communication skills, negotiation skills, and analytical skills

C3. Competencies (General & Career):

- Should be knowledgeable in global health diplomacy and associated protocols, planning and administration, rules and regulations of Government of Sri Lanka and key global health partners.
- Teamwork, strategic action, change management, evidence informed decision making

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

- Special tasks assigned by the DDG Planning or higher officers above the DDG as deemed necessary according to unusual situations or urgent service needs
- Represent ministry interest at national level audits, inquiries and other matters as relevant
- Training of postgraduate students to be undertaken if the Director is a consultant

C5. Service Standards:

- Should abide by service minutes, rules and regulations, circulars, and guidelines of Government of Sri Lanka and Ministry of Health and any other relevant documents

C6. Values and ethics:

- Should follow a high personal and professional code of ethics.
- Maintain the accountability and transparency in all activities of the unit.

C7. Responsibility of facilities and resources:

- Responsible for inventoried items within the Directorate of International Health and official vehicle.
- Shall be responsible for the efficient utilization of other resources in the Unit.

D. Key Relationships

D1. Authorising Officer:	Director General of Health Services
D2. Reporting to:	Deputy Director General (Planning)
D3. Supporting staff:	<ul style="list-style-type: none">• Consultant Community Physician• Medical Officer• Programme & Planning Officer / Assistant• Development Officer / Assistant• Management Assistant• ICT assistant• Health Service Assistants/ KKS• Any other staff attached to the directorate

D4. Approved by:



Director General of Health Services

Date: 16/05/2022

Dr. ASELA GUNAWARDENA
Director General of Health Services
Ministry of Health
"Suwasiripaya"
385, Rev. Baddegama Wimalawansa Thero Mawatha,
Colombo 10.



Secretary

Date: 03.04.2022

Dr. S. H. Munasinghe
Secretary
Ministry of Health
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