



செயல்பாட்டு அமைச்சு
சுகாதார அமைச்சு
Ministry of Health

JOB DESCRIPTION

A. Description of position	
A1. Job Title:	Director /Organization Development
A2. Salary Code:	SL 1/ SL2/ SL 3
A3. Institution:	Ministry of Health
A4. Department/Division:	Organization Development Unit, Management Development & Planning Unit
A5. Service Category:	Medical Service
A6. Grade/class:	Senior Administrative Grade

A7. Summary of job:

Director/ Organization Development is responsible to strengthen the governance mechanisms in the Ministry of Health (MoH) and to improve organization effectiveness and good management practices by soliciting technical cooperation.

B. Role/ Responsibilities	
B1. Key Result Areas/ Key accountabilities	B2. Key Performance Indicators
1. Improvement of organization governance	1.1 Percentage of updated job descriptions available for high level ministry officials 1.2 Availability of an updated organizational structure for the Ministry of Health
2. Operational research to improve organization effectiveness	2.1 Availability of a list of key recommendations of operational research conducted.
3. Enhancing organization effectiveness of MoH in delivering health services	3.1 Number of key recommendations of operational research, proposed for implementation.
4. Capacity building of human resource to improve organizational effectiveness.	4.1 Number of capacity building programs conducted for MoH staff during the year
5. Facilitation of health development network	5.1 Percentage of HDC meetings held annually 5.2 Percentage of NHDC meetings held annually
B3. Supervisory responsibilities (direct & indirect): Supervision of all staff attached to the Directorate of Organization Development.	

B4 Tasks/ functions (duty list):

1. Facilitate the development and revision of management guidelines, protocols and tools to improve organizational governance (Organization structure and functions, job descriptions up to the level of DDG)
2. Promote operational research to improve organizational effectiveness
 - Identification of operational research priorities in collaboration with the ET & R Unit.
 - Facilitate and collaborate with relevant stakeholders/ units/ institutes which conduct health and health related research
 - Dissemination of the recommendations of operational research.
 - Identification and dissemination of policy options to Policy Unit.
3. Enhance organizational efficiency and effectiveness of MoH in delivering services to the people
 - Identification of gaps in organizational performance.
 - Recommend, advocate and facilitate reform processes and strategies to improve performance.
 - Recommend, advocate and facilitate setting up of new units of MoH
4. Develop capacity of health staff at MoH.
 - Identify training gaps of MoH staff
 - Conduct programs for improving efficiency/ effectiveness of employees within MoH
5. Facilitate the health development network through timely conduct of National Health Development Committee meeting and Health Development Committee meeting.
6. Ensuring adequate logistic support for the optimum functioning of the Organization Development unit
7. Coordinate Open Government partnership activity
8. Coordinate National Human Rights Action Plan with Additional Secretary (Medical Services) and DDG (PHS)II
9. Collaborate and coordinate with other Directorates of MDPU to support DDG (Planning) to achieve objectives of MDPU
10. 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):

- Planning and administration, teamwork, strategic action, evidence informed decision making, conflict management, knowledge of the healthcare environment

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 unexpected 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
- Should aim to reach annual targets in all main functional areas

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
- Should appreciate the socio-cultural values of healthcare workers in the context of healthcare management.


C7. Responsibility of facilities and resources:

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

D. Key Relationships

D1. Authorizing Officer:	Director General of Health Services
D2. Reporting to:	Deputy Director General (Planning)
D3. Supporting staff:	<ul style="list-style-type: none">• Consultant Community Physicians• Medical Officers• Programme and Planning Assistants/Officers;• Development Officers/Assistant; Programme Assistants• Health Services Assistants/ KKS• Any other staff attached to the directorate.

D4. Approved by:


Director General of Health Services
Date: 16-03-2022 **Dr. ASELA GUNAWARDENA**
Director General of Health Services
Ministry of Health
"Suwasiripaya"
385, Rev. Baddegama Wimalawansa Thero Mawatha,
Colombo 10.


Secretary
Date: 05.04.2022
Dr. S. H. Munasinghe
Secretary
Ministry of Health
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