



செல்து அலுவல்து
சுகாதார அமைச்சு
Ministry of Health

JOB DESCRIPTION

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

A7. Summary of job:

Director/ Planning is responsible for health planning, coordination of development activities at healthcare institutions, fund negotiation for special projects with relevant partners, monitoring the implementation of action plans, special projects and programmes. Director planning is further responsible for setting norms for human resources for the Ministry of Health, cadre creation and updating the human resource profile of line ministry institutions, and capacity development of health planning staff at central and provincial levels.

B. Roles/ Responsibilities	
B1. Key Result Areas/ Key accountabilities	B2. Key Performance Indicators
1. Master Plan /Medium-Term Plan / Annual Action Plan.	1. Availability of Master Plan, Medium-Term Plan / Annual Action Plan.
2. Progress review of Annual Action Plan.	2. Frequency of monitoring Annual Action Plan.
3. Preparation of Annual Performance Report / Progress Reports.	3. Availability of Annual Performance Report and quarterly progress reports.
4. Capacity development.	4. No. of programmes conducted / no. of officers trained.
5. Updating and publishing the Human resource profile.	5. Frequency of updating and publishing the HR Profile of line ministry institutions.
6. Obtaining approvals for project proposals.	6. Proportion of development projects processed (obtaining all necessary documents and sending for NPD recommendation) out of the number received within the year.
B3. Supervisory responsibilities (direct & indirect): Supervision of all staff attached to the Directorate of Planning. Technical supervision of all MO/ Planning attached to health institutions.	

B4 Tasks/ functions (duty list):

1. Coordinate the central planning process of the ministry by facilitating the preparation of the Health Master Plan, Medium term plans and annual action plans.
2. Provide guidance for the provincial health planning process including preparation of action plans.
3. Monitor the implementation of all action plans and report the progress to relevant authorities
4. Provide technical guidance to health planners for planning activities at all levels
5. Develop capacity of health planning staff at central and provincial levels on health planning.
6. Preparing budget speech proposals for the annual budget estimate
7. Responsible for creating cadre positions for the health sector and publication of biannual cadre update
8. Prepare/ revise Cadre Norms for health staff
9. Obtain approval for project proposals for the development of healthcare institutions and negotiate funds for special projects with relevant sectors / partners
10. Coordinate special projects / programmes
11. Prepare and update the priority health development Projects
12. Facilitate / coordinate upgrading of hospitals and facilitate / coordinate taking over provincial health institutions to Line Ministry.
13. Preparation of Cabinet Memoranda for the development and other projects of the Ministry of Health.
14. To liaise with Director Health Information and identify the priority areas for improvement.
15. Prepare and update the priorities in Health Developments.
16. Prepare and submit Annual Performance report to the parliament.
17. Any other duties assigned by the 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, change management, 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/ DGHS 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
- 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 Planning 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 (Planning)• Medical Officer (Planning)• Assistant director/planning (Planning service)• Programme & Planning Officer / Assistant• Development Officer / Assistant• Management Assistant• Driver• Health Service Assistants• Any other staff attached to the directorate

D4. Approved by:



Director General of Health Services

Date: 19.02.2022

Dr. S. H. Munasinghe

Secretary

Ministry of Health

"Suwasiripaya"

385, Rev. Baddegama Wimalawansa Thero Mawatha,
Colombo 10, Sri Lanka.



Secretary

Date: 25.02.2022

Dr. ASELA GUNAWARDENA

Director General of Health Services

Ministry of Health

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