



செயல்பாட்டு அமைச்சு
சுகாதார அமைச்சு
Ministry of Health

JOB DESCRIPTION

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

A7. Summary of job:

Director/Health Information is responsible for coordinating the strategic directions for health information management facilitating capturing, standardization, sharing, analysis and dissemination of health information among the relevant stakeholders. Director/ Health Information is also responsible for health information system evaluation and management.

B. Role/ Responsibilities	
B1. Key Result Areas/ Key accountabilities	B2. Key Performance Indicators
1. Policy & Strategy	1. Development, implementation and review of health information policies and strategies coordinated
2. Advocacy	2. Availability of advocacy plan for health information at the National level
3. Capacity building	3. Availability of capacity building plan for health information at the National level
4. Digital health infrastructure	4. Availability of digital health infrastructure development plan
5. Monitoring and Evaluation	5. Project reviews and performance reviews of activities coming under the purview of D/HI
6. Trend analysis and forecasting of healthcare utilization	6. Availability of report on trend analysis at regular intervals
B3. Supervisory responsibilities (direct & indirect): Supervision of all staff attached to the Directorate of Health Information. Provide technical guidance in health informatics to; Consultants and Dental Surgeons in health informatics, medical officers and dental surgeons in health informatics, IT service personnel	

B4 Tasks/ functions (duty list):

1. Ensure health information system governance through developing and updating the health information policies, strategies, guidelines and standards for digital health.
2. Convene the national e-Health Steering Committee (NeHSC) and co-chair technical working groups directly reporting to NeHSC
3. Provide leadership in health information systems implementation through advocacy, resource identification, allocation and monitoring.
4. Facilitate the implementation of information infrastructure for digital health systems.
5. Facilitate trend analysis of healthcare utilization and forecasting
6. Maintain an updated database on facilities of health institutions at national level
7. Ensure the maintenance of an updated Human Resource Information System for all categories of health staff.
8. Ensure availability of an updated official public web portal for the ministry
9. Support and coordinate capacity building on digital health, health information management and ICT to relevant staff
10. Coordinate with other government, non-government and related international health agencies on health information
11. Prepare the performance and budget report with the inputs from Accountant/ Finance
12. Any other relevant 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, 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/ Additional Secretaries/Secretary as deemed necessary according to unplanned situations or urgent service needs
- Represent ministry interests at national level audits, inquiries and other matters as relevant
- Reasonable participation of the relevant stakeholders and relevant sectors is essential.
- 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
- Reaching agreed 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
- Adherence to security and privacy of health information, in-line with the relevant legislation and guidelines.

C7. Responsibility of facilities and resources:

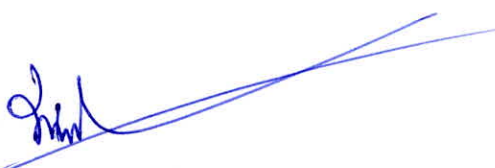
- Responsible for inventoried items within the Directorate of Health Information and official vehicle

- Shall be responsible for the efficient utilization of other resources in the Unit and relevant equipment related to health information.

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"> • Consultants/Medical Officers/Dental Surgeons in Health Informatics • Assistant director/IT • staff under the Information and Communication Technology service • Programme & planning officers • Health Service Assistants/ KKS • Any other staff attached to the Directorate

D4. Approved by:


Director General of Health Services
 Date: 2022.04.20

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


Secretary
 Date: 2022.04.20

Dr. S. H. Munasinghe
 Secretary
 Ministry of Health
 "Suwasiripaya"
 385, Rev. Baddegama Wimalawansa Thero Mawatha,
 Colombo 10. Sri Lanka.