



செயல்வகை அலுவலகம்  
சுகாதார அமைச்சு  
**Ministry of Health**

**JOB DESCRIPTION**

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

**A7. Summary of job:**

Director Policy Analysis & Development (PAD) is responsible to analyses existing health and related policies, and to advocate senior officials of the Ministry of Health on health issues which require policy interventions. Director (PAD) provides technical guidance to health programs & directorates and health related areas in other Ministries/departments to review/ develop new policies as per needs of the health sector.

<b>B. Role/ Responsibilities</b>	
<b>B1. Key Result Areas/ Key accountabilities</b>	<b>B2. Key Performance Indicators</b>
1. Advice the Ministry of Health for the formulation of Health policies.	1. Number of policies programmes conducted
2. Advice health programmes and Directorates to conduct surveys and researches to generate research evidences to identify priority policy areas	1. Number of research projects conducted/ ongoing for supported policy analysis. 2. Availability of a list of priority areas for research for policy
3. Review existing health and related policies	3. Number of Policies reviewed
<b>B3. Supervisory responsibilities (direct &amp; indirect):</b> Supervision of all staff attached to the Directorate of Policy Analysis and Development	

**B4 Tasks/ functions (duty list):**

1. Review existing health and related policies, and make recommendations on new policy directions.
2. Technical support to health programs & directorates and health related areas in other ministries/departments to develop or update health and/or related policies.
3. Monitor the implementation of health and health related policies.
4. Providing technical support to health programme/ directorates to ensure their development plans (Long term plan, mid- term, Master plan etc,) to keep in line with National Health Policy and health related policies.
5. Review whether the annual action plans are made based on the implementation plan of the relevant policy and make recommendations accordingly.

6. Evaluate the impact of health and health related policies.
7. Conduct policy dialogues with health & related parties to ensure that provincial and regional plans align with the national policies.
8. Maintain and update the repository of health policies.
9. Review national, regional and global research & literature on health & health related policies to identify priority areas to address emerging needs of the population and generate policy briefs for dissemination to relevant stakeholders.
10. To Work in close collaborate with other units in the MDPU to provide policy analysis and development to support to work towards the common goal of MDPU.
11. 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 policy development, planning and administration, rules and regulations of Government of Sri Lanka and global and regional trends.
- Teamwork, strategic action, evidence informed decision making, 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

**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
- Maintain the accountability and transparency of and multi-stakeholder partnership for the policy development process

**C7. Responsibility of facilities and resources:**

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

## D. Key Relationships

<b>D1. Authorising Officer:</b>	Director General of Health Services
<b>D2. Reporting to:</b>	DDG(Planning)
<b>D3. Supporting staff:</b>	<ul style="list-style-type: none"><li>• Consultant Community Physician</li><li>• Medical officer</li><li>• Planning and Programming Assistant / Officer</li><li>• Development Assistant/ officer</li><li>• Management Assistant</li><li>• Health Assistant</li><li>• Driver</li><li>• Any other staff attached to the Directorate</li></ul>

### D4. Approved by:



**Director General of Health Services**

Date: 19.02.2022

**Dr. ASELA GUNAWARDENA**

Director General of Health Services  
Ministry of Health  
"Suwasiripaya"

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



**Secretary**

**Dr. S. H. Munasinghe** Date: 25.02.2022

Secretary  
Ministry of Health  
"Suwasiripaya"

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