



கேரல் அலுவலகம்
சுகாதார அமைச்சு
Ministry of Health

JOB DESCRIPTION

A. Description of position

A1. Job Title:	Medical Officer of Health (MOH)
A2. Salary Code:	SL1, SL2
A3. Institution:	Medical Officer of Health Office
A4. Department/Division:	Department of Health
A5. Service Category:	Medical Service
A6. Grade/class:	Preliminary Grade, Grade II, Grade I

A7. Summary of job:

Medical Officer, responsible for improvement of the health of the individuals, families and community in the respective MOH area adopting a primary health care approach in line with the national health policies. Ensure whether the health programs conducted by other sectors are in line with the national health policies and guidelines issued by the relevant authorities.

B. Role/ Responsibilities

B1. Key Result Areas/ Key accountabilities	B2. Key Performance Indicators
1. Planning	1. Availability of annual action plan, annual advance program (clinic roster), 5 year plan
2. Supervision	2. Percentage of supervisions done with reports as per national guidelines for a defined period
3. Capacity building	3. Availability of annual in-service training plan and reports 4. Percentage of staff who have received in service training during the last year
4. Programme implementation	5. Availability of progress on Key indicators pertaining to each national program.
5. Health Promotion	6. Availability of progress on Key indicators pertaining to Health Promotion
6. Inter-sectoral coordination	7. Percentage of Divisional Coordinating Committee meetings attended by the MOH as a percentage.
B3. Supervisory responsibilities (direct & indirect): <i>For the Staff:</i> Health Manager responsible for supervision of Registered Medical Officer (RMO), Assistant Medical Officer (AMO), Public Health Nursing Sister (PHNS), Supervising Public Health Midwife (SPHM), Supervising Public Health Inspector (SPHI), Public Health Inspector (PHI), Public Health Midwife (PHM), Program Planning Assistant (PPA), Program Planning Officer (PPO), Development Officer (DO), Development Assistant (DA), Health Management Assistant (HMA), Management Assistant (MA), Medical Officer (MO) in PMCU, Dental Surgeon (DS), School Dental Therapist (SDT), Health Entomology Officer (HEO), Public Health Field Officer (PHFO), and other staff attached to MOH office	

For the Health Institutions: Primary Medical Care Unit (PMCU), School Dental Clinics, Adolescent Dental Clinics, Community Dental Clinics, other clinics relevant to the MOH

B4 Tasks/ functions (duty list):

1. Administration

- Responsible as the administrative head at the divisional (MOH) level

2. Staff management

- Responsible for the administration and management of all staff attached to the MOH office.
- Responsible for assigning duties for the AMOHs according to the number of AMOHs available and programs supposed to be conducted.
- Responsible for assigning duties to all other staff of the MOH Office

3. Staff development

- Ensure training and capacity building of the health staff and updating of their competencies for assigned duties.

4. Supervision

- Supervise all health programs and activities, including those of special campaigns and projects
- Supervise all staff of the MOH unit including staff of special campaigns, school dental clinics, community dental clinics, PMCUs CDs and health staff in local authorities
- Supervise estate health staff and the institutions in his area
- Submit reports to RDHS and provide feedback to the staff member/institution

5. Planning

- Carry out an initial health survey (situational analysis) and special surveys within the area to identify health issues and to identify service gaps and resources available within and outside health services.
- Develop a long term (5yr) and short term (annual) action plan and other strategic plans in accordance with the national/ provincial strategic plans that addresses the health needs of the area
- Prepare the annual advance program (clinic roster)

6. Monitoring and evaluation

- Monitor and evaluate the health status of the population
- Ensure program monitoring to achieve the stipulated national targets/objectives and health objectives of the respective plans of the area
- Conduct periodic review of performance of health staff/institution.
- Evaluation of data monthly at monthly conference

7. Financial authority

- Shall be responsible for efficient and transparency of the financial in the MOH.
- Maintain financial registers

8. Legal authority

- Exercise Authority in relation to the provisions of legislative coverage to safeguard the public health

9. General functions

- Conduct monthly conference, monthly in service training program and other meetings/programs according to the guidelines. -
- Guide the staff to conduct local conference, and to attend and monitor its functioning.
- Ensure timely preparation and forwarding of reports, returns as per the guidelines and relevant job descriptions of other staff (weekly/ monthly/quarterly and yearly)
- Ensure proper maintenance and updating of registers
- Ensure all maps and charts are updated and displayed at MOH office according to standard guidelines
- Maintain own diary and forward it to the RDHS for approval at the end of each month
- Conduct the Management Committee meeting/ Supervisory meetings once a month regularly
- Approve the diaries and advance programs of relevant staff
- Supervise the settlement of all vouchers on time
- Use of digital technology and supervise the updated of the Management Information Systems (MIS) regularly.

10. Inter sectoral coordination

- Coordinate with relevant government, local government, non-government, private sector.
- Attend Divisional Coordinating Committee meeting, Local Government meetings and other relevant inter-sectoral meetings
- Engage community and volunteer participation for the improvement of the health in the area

11. Advocacy

- Shall advocate to health and non-health stakeholders to get support for program implementation
- Shall get the support of local decision makers and other influencing agencies towards making positive contribution to health
- Multi sectoral support and coordination - Shall get the support of all relevant sectors to improve health outcomes of the area

12. Logistic management

- Preparation of annual estimates according to requirement of MOH office for the coming year
- Ensure all required supplies, equipment and other logistics are available to implement all relevant programs, through proper estimation, obtaining supplies and distribution, maintain a buffer stock and inventory management.
- Timely submission of returns to relevant authorities

13. Program implementation

The MOH shall ensure implementation of the following program areas and any other program areas introduced time to time as per the national guidelines to ensure satisfactory health outcomes in the area

- Maternal and Child Health
- Communicable disease control
- Outbreak investigation and management in collaboration with the programmes / Campaign/ Units and other stakeholder agencies
- Occupational health and safety
- Food security and Safety
- School health activities (Health education on reproductive health, Nutrition and Life skill programs)

- Nutrition
- Oral Health
- Care of Youth, Elderly, disabled, Palliative care and Rehabilitative care
- Health of Estate and Urban population, migrants and health of vulnerable populations
- Non communicable diseases including trauma prevention activities
- Addressing climate change issues and air pollution
- Mental Health, Life skills and life style modification
- Disaster preparedness and response
- Other relevant public health programs
- Linking for shared care with curative care institutions at Primary care level.
- Communications of behavioral change in vulnerable groups
- Capacity building of staff and update the knowledge of the strategy and policies

14. Health promotion

- Strengthen health promotion as an integral part of all programs
- Mobilize communities and encourage their participation in health
- Formation of support groups (Eg. Mothers' support groups)
- Community empowerment
- Grievance handling

15. Research

- Carry out research to generate an evidence base for planning purposes
- Carry out research and scientific investigations.

16. Any other duties assigned by head of institution

C. Person Specifications

C1. Minimum Educational Qualifications:

As stipulated in the existing Medical Service Minute of Sri Lanka Health Services.

C2. Skills required:

Leadership, management, communication, trainer, supervision

C3. Competencies (General & Career):

Be updated their participation at capacity building programme for MOOH conducted by MOH & Preventive health authorities.

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

Privacy and ethical considerations of the communication and the media interventions

C5. Service Standards:

As per the guidelines and policies, circulars of the Ministry of Health and as expected by the customers, reaching annual targets in all main functional areas

C6. Values and ethics:

Adhere to Government laws

Maintain the equity and transparency

C7. Responsibility of facilities and resources:


Official vehicles

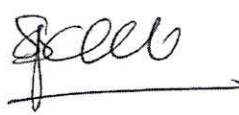
Other assigned office equipment

D. Key Relationships

D1. Authorising Officer:	Director General of Health Services
D2. Reporting to:	Regional Director of Health Services
D3. Supporting staff:	AMOH, DS, RMO, AMO, PHNS, SPHM, SPHI, PHI, PHM, PPO, PPA, DO, HMA, MA, SDT, HEO, PHFO and other supportive staff

D4. Approved by:


Director General of Health Services
Date: 25/10/2023
Dr. ASELA GUNAWARDENA
Director General of Health Services
Ministry of Health
"Suwasiripaya"
385, Rev. Baddegama Wimalawansa Thero Mawatha,
Colombo 10.


Secretary of Health
Date: 27-10-2023
S. Janaka Sri Chandraguptha
Secretary
Ministry of Health
"Suwasiripaya"
385, Rev. Baddegama Wimalawansa Thero Mawatha,
Colombo 10.