



**கோவிய சலாநா஁ய
சுகாதார அமைச்சு
MINISTRY OF HEALTH**

JOB DESCRIPTION

A. Description of position	
A1. Job Title	Deputy Director General, Public Health Services (Disease Control)
A2. Salary Code	SL 03 -2016
A3. Institution	Ministry of Health
A4. Department/Division	Health
A5. Service Category	Senior Medical Administrative Grade
A6. Grade/Class	Deputy Director General Grade

A7. Summary of job

DDG Public Health Services (Disease Control) will be the overall immediate supervisor of all national communicable disease control programmes. DDG, PHS (Disease Control) will assist and provide technical expertise to the Director General of Health Services on matters related to assigned areas of work. DDG, PHS (Disease Control) will provide technical guidance, involved in planning, carry out monitoring and supervision of all programmes assigned under the DDG which includes Epidemiology Unit, Anti Filaria Campaign, Anti Malaria Campaign, National Dengue Control Unit, National Programme for Tuberculosis Control and Chest Diseases, Quarantine Unit including Migration Health, Anti Leprosy Campaign, National STD AIDS Control Program, Public Health Veterinary Services, Principal Public Health Inspector and other emerging and re-emerging communicable diseases. DDG, PHS (Disease Control) will have the overall responsibility of human resource management and resource mobilization of the areas coming under the DDG. DDG PHS (Disease Control) will represent the Ministry of Health at different fora at national and international level

appropriately. He/ She will provide technical advice and guidance to the provinces and guide research in the relevant field.

B. Role/ Responsibilities	
B1. Key Result Areas/ Key accountabilities	B2. Key Performance Indicators
1. Leadership and Governance	Availability of profile of all directorates under the purview of DDG PHS (Disease Control)
1.1 General Administration	
1.2 Planning	<ol style="list-style-type: none"> 1. Availability of annual action plans of each directorate 2. Percentage of half-yearly/annual progress review meetings conducted with the directorates 3. Availability of minutes of progress review meetings
1.3 Financial	<ol style="list-style-type: none"> 1. Percentage of financial allocation utilized within the year by the directorates to achieve the planned outputs
2. Service Delivery	<ol style="list-style-type: none"> 1. Ensure the directorates perform services as per the annual/ strategic action plans and health administrative directions 2. Percentage of district reviews conducted by the directorates in the relevant areas 3. Percentage of required special investigations on communicable diseases conducted by relevant directorates 4. Percentage of planned training programmes conducted by the relevant directorates

	5. Percentage of Technical/Advisory Committee meetings conducted by the relevant directorates
3. Health Information	1. Availability of updated database on disease control activities in all directorates 2. Availability of websites providing updated information on disease control by each directorate
B3. Supervisory responsibilities (Direct & Indirect) Supervision and monitoring of duties and performance of the following officers and directorates/units <ul style="list-style-type: none"> a. Chief Epidemiologist b. Director Anti Malaria Campaign c. Director National STD AIDS Control Program d. Director National Programme for Tuberculosis Control and Chest Disease e. Director Anti Filaria Campaign f. Director Anti Leprosy Campaign g. Director Quarantine Unit including Migration Health h. Director Public Health Veterinary Services i. Director National Dengue Control Unit j. Principal Public Health Inspector 	

B4. Tasks and Functions (duty list):

1. Leadership and Governance

1.1 General Administration

1.1.1 Guiding, Monitoring and Supervision of functions of Chief Epidemiologist, Director Anti Malaria Campaign, Director National STD AIDS Control Program, Director National Programme for Tuberculosis Control and Chest Disease, Director Anti Filaria Campaign, Director Anti Leprosy Campaign, Director Quarantine Unit, Director Public Health Veterinary Services, Director National Dengue Control Unit and Principal Public Health Inspector, staff attached to

relevant units and all staff attached to the DDG PHS (Disease Control) Unit of the Ministry of Health

1.1.2 Carry out general administrative functions of the DDG PHS (Disease Control) Unit including granting relevant approvals of directorates under purview

1.1.3 Review the activity and budget proposals, provide necessary feedback and provide recommendations/approvals

1.1.4 Guide program directorates to adhere to the provisions of relevant rules, regulations, directions and circular instructions.

1.2 Technical and Administrative Leadership

1.2.1 Provide technical guidance for activities carried out by the directorates

1.2.2 Coordination and work together with relevant national and international organizations

1.2.3 Attend/conduct Technical Advisory Committees, Steering Committees and other relevant committee meetings.

1.3 Policy, Planning and Implementing

1.3.1 Identify and address policy gaps and barriers

1.3.2 Ensure the adopted policies are implemented

1.3.3 Guide and facilitate Program Directors to identify priorities in accordance with population needs and disease trends

1.3.4 Ensure availability of Strategic Plans, Results Frameworks, Monitoring and Evaluation Plans

1.3.5 Review and recommend changes to organization structure and functions

1.3.6 Identify cross programmatic issues and take necessary steps with the relevant stakeholders to address the identified issues

1.4 Monitoring, Evaluation and Supervision

1.4.1 Conduct regular progress review meetings on implementation of planned activities with national level directorates

1.4.2 Conduct regular progress review meetings on communicable disease control activities at provincial/district level

1.4.3 Carry out regular supervisions in the directorates under purview

- 1.4.4 Conduct process evaluations where relevant
- 1.4.5 Carry out external evaluation as and when necessary

1.5 Human Resource Management

- 1.5.1 Facilitate the overall management of human resources in the directorates
- 1.5.2 Regularly review the human resource requirement and amend cadres
- 1.5.3 Establish/ review/ revise population norms and ensure evidence based cadre projections and approval.
- 1.5.4 Facilitate preparation of job descriptions
- 1.5.5 Facilitate and provide opportunities for professional development

2 Service delivery

- 2.1. Ensure conduction of district reviews by the relevant directorates to review the programme implementation and service delivery
- 2.2. Ensure required special investigations on communicable diseases are conducted by relevant directorates
- 2.3. Ensure planned training programmes are conducted by the relevant directorates

3. Health Information

- 3.1. Availability of updated database on disease control activities in all directorates
- 3.2 Availability of websites providing updated information on disease control by each directorate.
- 3.3 Provide guidance to disseminate information to public through media in line with the national policies and strategies

4. Financial Management

- 4.1 Identify funding sources for programmes
- 4.2 Regularly monitor the financial progress

5. Advocacy, intra and inter sectoral coordination

- 5.1 Collaborate with inter and intra sectoral partners through conduction of programs, participation in joint meetings and ensuring representation of other sectors in various steering and advisory committees

5.2 Coordinate with provincial sectors to ensure the uniform implementation of disease control programmes throughout the country

5.3 Advocacy with development partners, political leadership and policy makers

6. Research

6.1 Identify priority areas for research relevant to communicable diseases

6.2 Encourage and facilitate conduction of research in identified priority areas and ensure dissemination of research findings

7. Any other relevant duties assigned by the superior officers

c. Person Specifications

C1. Minimum Educational Qualifications

As stipulated in the existing Medical Services Minute

C2. Skills required

Leadership, Management, Communication, Supervision

C3. Competencies (General & Career)

Be updated in all aspects of communicable disease prevention and control

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

Responsible for the uninterrupted essential services during the special circumstances such as pandemics and epidemics, political and civil unrest, trade union action, natural & manmade disasters, irrespective of the limitations of resources, including physical, financial and human resource.

C5. Service Standards

Completion of the scheduled work plans

C6. Values and ethics

As per the professional and personal code of ethics

C7. Responsibility of facilities and resources

Official vehicle and office equipment

D. Key Relationships

D1. Authorizing Officer	Secretary
D2. Reporting to	Director General of Health Services
D3. Supporting Staff	Chief Epidemiologist, D/NSACP, D/NPTCCD, D/AMC, D/ AFC, D/ALC, D/PHVS, D/Quarantine, D/NDCU, PPHI

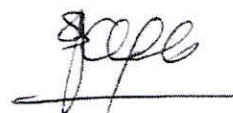
D4. Approved by



Director General of Health Services

Date: 2023/11/14

Dr. ASELA GUNAWARDENA
Director General of Health Services
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"Suwasiripaya"
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Colombo 10.



Secretary of Health

Date: 2023-11-13

S. Janaka Sri Chandraguptha
Secretary
Ministry of Health
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