



கேடலத துலதல-஁த
சுகாதார அலதச்சு
Ministry of Health

JOB DESCRIPTION

A. Description of position	
A1. Job Title :	Deputy Director General/Laboratory Services
A2. Salary Code :	SL-3 (2006)
A3. Institution :	Ministry of Health
A4. Department/Division	Laboratory Services
A5. Service Category	Senior Medical Administrative
A6. Grade/Class	Deputy Director General

A7. Summary of job

Provide administrative and technical leadership to facilitate Planning, Implementation of all activities of Director/Laboratory Services, Director/Medical Research Institute, Director/National Blood Transfusion Services and Supervision and Monitoring of activities related to above three directorates.

B. Role/Responsibilities	
B1. Key Result Areas/Key accountabilities	B2. Key Performance Indicators
1. Planning, Supervision and Monitoring of duties and Performance of Director/Laboratory Services, Director/ National Blood Transfusion Services, and Director/Medical Research Institute.	1. Percentage of completed Annual Performance Appraisals of all three directors. 2. Percentage of completed Annual performance reports of all three directorates

<p>2. Ensure preparing the Annual Action Plans and preparing annual capital budget estimates by the D/LS, D/MRI and D/NBTS</p>	<p>2. a). Percentage of prepared and finalized Annual action plans of all three directorates at the Month of September in each year b). Percentage of Annual Capital/recurrent budget estimated of all three directorates</p>
<p>3. Establishment of all policies and policy implementation plans in the above fields such as National Laboratory Policy, National Blood Policy, AMR Policy and Bio Safety – Bio Security Policy.</p>	<p>3. Percentage of implemented activities in the strategic plan and the policies</p>
<p>4. Ensuring the use of standard laboratory technologies for diagnosis and treatment of disease, health conditions as well as the prevention of disease at affordable cost to the government by extending quality laboratory services to periphery.</p>	<p>4. a). Availability of Laboratory equipment in line ministry and provincial ministry organization according to the equipment database. b). Availability of Norms of the equipment according to the level of the hospital category as per the guidance of the National laboratory Advisory committee</p>
<p>5. Proper distribution of financial and physical resources in relation to laboratory Services.</p>	<p>5. Percentage of allocations released to the line ministry institutions</p>
<p>6. Develop and maintain links in relation with all relevant national and international agencies to ensure sustainable development in above field of Laboratory medicine.</p>	<p>6. a). Number of National Advisory Committee on Antimicrobial Resistance (AMR) meetings conducted annually, under one Health b). Number of National Laboratory Advisory Committee Meetings conducted annually. c). Percentage completed of WHO GLASS data submission from planned sentinel sites in each year.</p>
<p>7. Coordination of activities in given healthcare institutions as per the instructions given by DGHS/ Secretary of Health.</p>	<p>7. a) Number of supervisory visits to the provincial health care institutions. b) Number of District Laboratory Review Meetings conducted</p>
<p>8. To function as the National Focal Point for Antimicrobial resistance</p>	<p>8. a) Number of NAP- IST meetings conducted as planned. b) Number of GLASS WHO NET trainings conducted as planned C)Number of public awareness programs conducted on AMR during WAAW annually</p>

B3. Supervisory responsibilities (direct & indirect) :

Supervision of below directorates and their supporting staff

01. Director/Laboratory Services
02. Director/National Blood Transfusion Services
03. Director/Medical Research Institute

B4 Tasks/functions (duty list)

01. Monitoring and evaluation of performance of Director/Laboratory Services, Director/National Blood Transfusion Services and Director/Medical Research Institute.
02. Review and approval of annual action plans of above directorates.
03. Provide guidance and supervision for policy development in the relevant areas.
04. Participation for the Management Committee meetings at National Blood Transfusion Center.
05. Participation for the Management Committee Meeting at Medical Research Institute
06. Serve as the secretary to the National Transplantation Advisory Committee
07. Any other relevant duties assigned by the Director General of Health Services and higher official above. .

C. Person Specifications**C1. Minimum educational Qualifications:**

- As per the latest Medical Service Minutes.

C2. Skills required:

- Project Management
- Human Resource Management
- Finance Management
- Laboratory quality Management
- Procurement Management

C3. Competencies (General & Career):

- Policy based decision making abilities
- Managerial abilities
- Interpersonal skills
- Knowledge on clinical laboratory services
- Strong organizational and interpersonal skills
- Effective communication ability
- Ability to maintain confidentiality of all medical, financial and legal information.

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

Responsible for the uninterrupted essential services during normal circumstances while responding in best possible manner in the special circumstances such as pandemics, political & civil unrest, trade union action, natural & manmade disasters, withstanding the limitations of resources, including physical, financial and Human resource.

C5. Service Standards:

- Standards that are issued by the Ministry of Health shall be followed

C6. Values and ethics:

Honesty, Integrity, Fairness, Transparency, Team work,

C7. Responsibility of facilities and resources:

- Official vehicle, Office facilities and IT equipment

D. Key Relationships

D1. Authorizing Officer:	Secretary/Health
D2. Reporting to:	Director General of Health Services
D3. Supporting staff :	01. Director (Laboratory Services) 02. Director (National Blood Transfusion Services) 03. Director (Medical Research Institute) 04. Office staff of the DDG (Laboratory Services) office

D4. Approved by:



Director General of Health Services

Date: 2023.02.02

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



Secretary of Health

Date: 06-02-2022

S. Janaka Sri Chandraguptha
Secretary
Ministry of Health
"Suwasiripaya"
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