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சுகாதார அமைச்சு  
Ministry of Health

**JOB DESCRIPTION**

<b>A. Description of position</b>	
<b>A1. Job Title:</b>	Deputy Director General (Medical Services) II
<b>A2. Salary Code:</b>	SL III
<b>A3. Institution:</b>	Ministry of Health
<b>A4. Department/Division:</b>	DDG(MS)II Unit
<b>A5. Service Category:</b>	Senior Medical Administrative Grade
<b>A6. Grade/class:</b>	Deputy Director General Grade

**A7. Summary of job:**

Co-ordinate the recruitments, grade promotions, transfers, disciplinary matters and other establishment matters of all grade Medical Officers, supervision and guidance of medical services with regard to the matters pertaining to grade medical officers. Coordinate and supervise healthcare services in curative sector institutions, including national competitions, coordinate the upgrading process of hospitals, attending to public complaints and coordinate the decision making and guidance activities with regards to private health sector development. Improvement & development of primary health care services and prison health in Sri Lanka.

<b>B. Role/ Responsibilities</b>	
<b>B1. Key Result Areas/ Key accountabilities</b>	<b>B2. Key Performance Indicators</b>
1. Post-Intern appointments	Within 02 months after intern
2. Annual Transfers of MOO	According to the transfer calendar
3. All establishment activities of MOO	On time
4. Improvements of PHC	Utilization of PHC
5. Improvement of Prison Health detainees	Decrease of communicable diseases among detainees
6. Private Health Regulations	Increase no. of Registration of Private Medical Institutions
<b>B3. Supervisory responsibilities (direct &amp; indirect):</b>	
<ol style="list-style-type: none"> <li>1. Training of Pre-intern and Post intern MOO.</li> <li>2. Proper delivery of primary and secondary curative care services.</li> <li>3. Supervision of EC Branch, MA Branch, Primary Care Services Unit, Medical Services Information Unit, PHSD Unit.</li> <li>4. Accident &amp; Emergency Care Services</li> <li>5. Observation of Sports Medicine and Nutrition activities.</li> </ol>	

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

1. Shall be responsible to DGHS and the officials above the DGHS with regard to the subject areas of medical services, private health sector development, primary care services and prison medical services.
2. To function as the Head of the MA-MS, EC and Private Health Sector Development, Primary Care Services and Prison Medical Services branches and to make all decisions with regard to these branches in consultation with the DGHS and the officials above the DGHS.
3. To supervise and guide all work of six Directors namely D/Medical Services, D/ Primary Care Services, D/ Private Health Sector Development, D/ Prison Medical Services, Director Administration (EC I) and Director Administration (EC II) branch.

4. To support the decisions taken by the Ministry with regard to matters related to recruitments, leave, promotions, transfers, disciplinary matters, other establishment matters and formulations of norms of all grade Medical Officers according to the policies and guidelines laid out by the Ministry of Health.
5. To provide guidance with regard to curative care institutions in the provincial set up in order to improve patient care services.
6. Shall develop national guidelines, short term and midterm plans with regard to hospitals comes under DDG (MS) II.
7. To support the decisions taken by the Ministry of health with regard to the introduction of the new services and building new units in government hospitals.
8. Shall participate at review meetings conducted by higher authorities and other sectoral Programme Managers in order to implement decisions taken
9. To organize regular performance reviews of hospitals coming under DDG (MS) II.
10. To carry out regular inspections in hospitals coming under DDG (MS) II and report to DGHS and the and officials above the DGHS, whenever necessary.
11. To organize the monthly Directors meeting of the line Ministry hospitals in order to assess and assist these hospitals.
12. To attend the public complaints with regard to the government hospitals
13. To support in making decisions with regard to the recruitment of foreign professionals, recognizing private hospitals for assistance from President's Fund and setting up of new hospitals in the private sector.
14. To Assist Secretary Health, Additional Secretaries and DGHS in formulating national policies with regard to the medical services.
15. To work in the procurement committees and the technical evaluation committees if requested by the Secretary Health/ DGHS and the officials above the DGHS
16. To function as coordinating officer in certain foreign projects in the Ministry of Health with regards to the curative hospitals.
17. May delegate his authority appropriately while maintaining proper accountability.
18. To support developing and practice necessary strategies for conflicts, crisis and disaster management.
19. Any other duties assigned by the Director General of Health Services or officials above the DGHS.

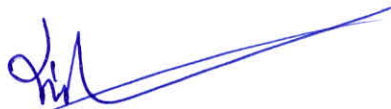
### C. Person Specifications

- C1. Minimum Educational Qualifications:** MSc/ MD in Medical Administration
- C2. Skills required:** Administrative skills,
- C3. Competencies (General & Career):** Experience in work with various working environments. Human Resource Management.
- C4. Special circumstances affecting the job, associated risks/working conditions:** Trade Union activities & demands.
- C5. Service Standards:**
- Work with low income and low resource setting.
  - Time to time standards given by the Ministry of Health.
- 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

<b>D1. Authorizing Officer:</b>	Secretary to the Ministry of Health
<b>D2. Reporting to:</b>	Director General of Health Services
<b>D3. Supporting staff:</b>	D/ Medical Services, D/ Primary Care Services, D/ Private Health Sector Development D/ Prison Medical Services D/ Admin (MS) I D/ Admin (MS) II

**D4. Approved by:**



Director General of Health Services

Date:

2022/11/13

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

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



Secretary

Date:

2022-11-17

**S. Janaka Sri Chandraguptha**

Secretary  
Ministry of Health  
"Suwasiripaya"

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