



தமிழ்நாடு அரசு  
சுகாதார அமைச்சு  
Ministry of Health

**JOB DESCRIPTION**

A. Description of position	
A1. Job Title:	Deputy Director General (Planning)
A2. Salary Code:	SL 03 (2006)
A3. Institution:	Ministry of Health
A4. Department/Division:	Management Development & Planning Unit
A5. Service Category:	Senior Medical Administrative grade
A6. Grade/class:	Deputy Director General

**A7. Summary of job:**

1. Integrate health planning in to the managerial process for health development including carder creation and carder projection.
2. Develop procedures and processes for planning implementation, monitoring and evaluation of health services.
3. Serve as a forum for national policy planning in health and international coordination concerning health policy and development.
4. Generate, manage and disseminate information on health system, human resource and other assets in health sector. Coordinate Health sector monitoring and evaluation

<b>B. Role/ Responsibilities</b>	
<b>B1. Key Result Areas/ Key accountabilities</b>	<b>B2. Key Performance Indicators</b>
1. Prepare annual performance report and annual action plans	1. Timely delivery of annual performance report and action plan
2. Conducting Monitoring and evaluation of the health care institutions	2. Number of monitoring and evaluation conducted
3. Digitalization of hospital information management system and increase the effectiveness of the programs.	3. Number of hospitals digitalized and efficiency and effectiveness of the system
<b>B3. Supervisory responsibilities (direct &amp; indirect):</b> <ul style="list-style-type: none"> <li>❖ All the Directors and the Accountant (Finance Planning )</li> <li>❖ All the Planning and Information Units of PDHS, RDHS and Line ministry institutions</li> </ul>	

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

1. Deputy Director General / Planning (DDG/P) has the responsibility to coordinate and support development of Health information, Policies, Planning, International Health affairs and Management development functions in the Department of Health Services.
2. He has the overall responsibility for efficient and effective functioning of the Management Development and Planning Unit (MDPU)
3. DDG (P) will report to Director General of Health Services. He will effectively communicate and co-ordinate with other MoH divisions, Provincial and Regional levels, relevant individuals and agencies including private sector, health-related sectors and be the focal point of the department of Health for international agencies in fulfillment of the function of the MDPU. He directly supervise six directors and through them the other technical and administrators of MDPU.
4. Ensure smooth implementation of the following Functions of MDPU.
  - a. Assess the present state of health, health problems, epidemiological patterns and trends, available service provisions; do trend analysis for further health planning people's access and utilization of services and effects of current interventions on health status (people's awareness and empowerment) and do the trend analysis for future planning.

- b. Identify managerial problems that affect efficiency and effectiveness of programmes and analyze them in terms of deficiencies, causes and associated factors.
- c. Determine the health scenario desired in keeping with the milieu of people's aspiration, professional assessment, resource availability, technological advance and managerial competencies.
- d. Design strategies and programmes for addressing problems, issue and deficiencies that impede service delivery, aiming at reaching the desired health status of the people.
- e. Train personnel at a various levels of management in health planning and systems management.
- f. Undertake and support health systems research in policy development, strategy design, innovative approaches and systems management.
- g. Assist in the design and establish support systems for digital infrastructure.
- h. Monitor implementation of development programmes and evaluate the plans in terms of effectiveness, efficiency, equity health, impact and sustainability.
- i. Support the department to co-ordinate with other Government and Non-Government Organizations in the health development efforts.
- j. Support and coordinate the planning and development of international health activities including projects for foreign funding and liaising with international agencies for this purpose.
- k. Ensure to disseminate information on health standards human resource and other assets in health sector. Conduct health sector performance monitoring and evaluation.
  - i. Inform the Director General of Health Services and officers above DGHS of the work programme and progress of MDPU, emerging organizational issues and planning and management needs of the health sector.
  - ii. Oversee the work of MDPU by
    - 1. Ensuring preparation of its annual work programme and budget and seeking necessary approvals.
    - 2. Selection and development of staff
    - 3. Provide necessary technical guidance
    - 4. Supervise and facilitate working of MDPU staff
    - 5. Monitor progress of the work and
    - 6. Ensure smooth functioning of the unit
  - iii. Provide technical assistance for various activities connected with Policy, Planning and Management Development



- iv. Support plan and co-ordinate implementation of a programme of studies. (Policy Analysis, Selected HSR, Health Economics and Financing) Arranging for the studies reviewing their progress, disseminating their findings and follow-up to facilitate implementation of recommendations of the MDPU in close collaboration with other relevant individuals, units divisions and agencies.
  - v. Promote, initiate and support management development activities at all levels by developing effective collaborating relationship with other divisions and field units of the department of Health Services and Provincial Departments of Health Services.
  - vi. Function as Secretary to Health Development Committees and responsible for coordinating, implementing and follow up of all activities connected with them.
  - vii. Carry out other activities, as desirable, to Develop and institutionalize a coherent process of planning and management of the health system goals of Sri Lanka.
5. Any other duties assigned by the superior officers.

### **C. Person Specifications**

**C1. Minimum Educational Qualifications:**

As per the latest Medical Service Minutes.

**C2. Skills required:**

Analytical and evaluation skills; Communication skills; Diplomacy and advocacy skills; Leadership skills.

**C3. Competencies (General & Career):**

Be knowledgeable in management of all aspects of the health services delivery system and government policies in related to the subject areas assigned.

Be competent in collaboration between the different sectors involved in management, Development and planning.

Be able to effectively manage the multi-sectoral challenges in the health sector.

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

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

**C5. Service Standards:**

Should abide by rules and regulations, circulars and guidelines of the Government of Sri Lanka and Ministry of Health.

**C6. Values and ethics:**

Maintain the interests of the public when representing the Ministry of Health, without any personal affiliations.


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

Official vehicle, Office facilities and equipment.

**D. Key Relationships**

<b>D1. Authorizing Officer:</b>	Secretary
<b>D2. Reporting to:</b>	Director General of Health Services
<b>D3. Supporting staff:</b>	<ol style="list-style-type: none"><li>1. Director- Planning</li><li>2. Director – International Health</li><li>3. Director –Health information</li><li>4. Director – Organization Development</li><li>5. Director Policy Analysis &amp; Development</li><li>6. Accountant –Finance planning</li><li>7. All CCPs, MOs and other staff attached to the MDPU.</li><li>8. Administrative Officer and Staff</li></ol>

**D4. Approved by:**

  
**Director General of Health Services**

Date: 30.11.2022


**Dr. ASELA GUNAWARDENA**

Director General of Health Services

Ministry of Health

"Suwasiripaya"

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

  
**Secretary**

Date: 01/12/2022

**S. Janaka Sri Chandraguptha**

Secretary

Ministry of Health

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