



செலுத்துதல் அமைச்சு  
சுகாதார அமைச்சு  
Ministry of Health

**JOB DESCRIPTION**

A. Description of position	
A1. Job Title:	Additional Medical Officer of Health (AMOH)
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 health of individuals, families and community within the MOH area, adopting a primary health care approach in the MOH area as AMOH. Cooperate and coordinate with MOH and support the MOH in all administrative duties assigned to him. Shall carry out technical duties including the duties of subject areas assigned by the MOH.

<b>B. Role/ Responsibilities</b>	
<b>B1. Key Result Areas/ Key accountabilities</b>	<b>B2. Key Performance Indicators</b>
1. Planning	1. Availability of action plan for assigned subject areas
2. Supervision	2. Percentage of supervisions done by AMOH with reports for a defined period.
3. Capacity building	3. Number of in service training conducted in a defined period
4. Programme implementation	4. Key indicators pertaining to each national program
5. Health Promotion	5. Availability of progress on Key indicators pertaining to Health Promotion
<b>B3. Supervisory responsibilities (direct &amp; indirect):</b> <p>Staff: 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), School Dental Therapist (SDT), Health Entomology Officer (HEO), Public Health Field Officer (PHFO), and other staff attached to MOH office</p> <p>Health Institutions: Preventive health clinics coming under the MOH Office.</p>	

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

**Administration**

Cover up the overall administrative functions at the divisional (MOH) level in the absence of the MOH

**1. Support the MOH in;**

**1.1. Staff management**

Management of staff attached to MOH office and give feedback/ report to the MOH

## **1.2. Staff development**

Capacity building of health staff and updating of their competencies

Conduct in-service training programs for the MOH staff

## **2. 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
- Analyze existing health data
- Support and encourage the public health staff to use data for micro planning of their areas
- Monitor and evaluate implementation of plans using objective indicators

## **3. General functions**

- Maintain an official diary
- Conduct monthly conference according to the guidelines
- Guide the staff to conduct local conference, attend and monitor its functioning.
- Ensure timely preparation and forwarding of reports and returns as per guidelines and relevant job descriptions of other staff (weekly/ monthly/quarterly and yearly)
- Ensure all maps and charts are updated and displayed at MOH office according to standard guidelines
- Ensure proper maintenance and updating of registers
- Participate actively in the Management Committee meeting/ Supervisory meetings

## **4. Inter-sectoral coordination**

- Coordinate with relevant government, local government, non-government, private sector, CBOs
- Attendance to Divisional Coordinating Committee meeting, Local Government meetings and other relevant inter-sectoral meetings

- Engage community participation for the improvement of the health in the area
- Engage volunteers for the programmes

#### **5. Logistic management**

- Support MOH to ensure all required supplies and equipment are available to implement all relevant programmes through proper estimation, obtaining supplies and distribution, maintain a buffer stock and inventory management.
- Support MOH for timely sending of returns to relevant authorities

#### **6. Supervision**

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

#### **7. Monitoring**

- Monitor and evaluate the assigned programs/activities eg. MCH activities, Well Women Clinic activities
- Ensure program monitoring to achieve health objectives of the area
- Conduct periodic review of performance of health staff

#### **8. Research**

- Carry out research to generate an evidence based data for planning purposes
- Carry out research and scientific investigations of the assigned programs/activities

#### **9. Program implementation**

- Support provincial and line ministry programs for sustainable function

The AMOH shall ensure implementation of the following program areas and other new program areas introduced time to time as assigned by the MOH of the area to achieve program goals.



- Family Health Programs (Maternal & Child Health care, school health, adolescent health, women's health, reproductive health, youth health)
- National Immunization Program
- Prevention and Control of communicable diseases (Including control of dengue and other vector borne diseases, leprosy, Rabies, TB, STD,) quarantine and any new epidemic/ pandemic disease
- Prevention and control of NCDs including mental health, injury prevention and prevention and early detection of cancer
- Emergency preparedness and response
- Environmental health
- Occupational health
- Food Safety
- Nutrition
- Oral Health
- Care of Youth, Elderly and Disabled
- Health of Estate and Urban population, health of migrants and health of vulnerable populations
- Other relevant public health programs
- Linking for shared care with curative care institutions at primary care level.

## **10. 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,

## **11. Health promotion**

- Strengthen health promotion as an integral part of all programs
- Mobilize communities and encourage their participation in health
- Formation and ensure sustainability of support groups (eg. Mothers' support groups)

## **12. 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 through participation at capacity building programme for MOOH conducted by MOH and Preventive health authorities.

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

In the absence of MOH, the AMOH assigned by the RDHS shall be responsible for the administration of the entire MOH area

#### **C5. Service Standards:**

As per the guidelines, policies, circulars, Government gazettes issued by the Ministry of Health.

#### **C6. Values and ethics:**

As per the professional and personal code of ethics

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

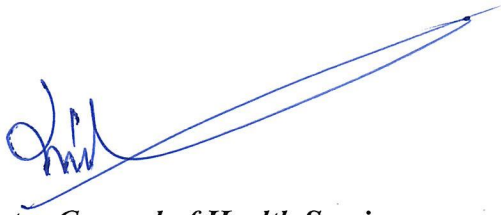
Ethically legally and culturally accepted professional behavior

Deliver person centered services

## D. Key Relationships

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

### D4. Approved by:



*Director General of Health Services*

Date: 2023.10.09

**Dr. ASELA GUNAWARDENA**  
Director General of Health Services  
Ministry of Health  
"Suwasiripaya"  
385, Rev. Baddegama Wimalawansa Thero Mawatha,  
Colombo 10.



*Secretary of Health*

Date: 2023-10-10

**S. Janaka Sri Chandraguptha**  
Secretary  
Ministry of Health  
"Suwasiripaya"  
385, Rev. Baddegama Wimalawansa Thero Mawatha,  
Colombo 10.