



செயல்பாட்டு அமைச்சு
சுகாதார அமைச்சு
Ministry of Health

JOB DESCRIPTION

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

A7. Summary of job:

DDG (PHS) – Community Health chief technical adviser to the Director General of Health Services on public Health issues related to assigned areas of work. He/she will assist the DGHS in developing the roadmap and for its successful implementation to improve people's health, taking into consideration the growing complexities of public health issues and resource limitations. DDG (PHS) – Community Health will represent the Ministry at different forums at National and international level. He/ She will provide technical advice and guidance to the provinces.

B. Role/ Responsibilities	
B1. Key Result Areas/ Key accountabilities	B2. Key Performance Indicators
1. Policy and planning functions	<p>Percentage of units/programs/directorates under DDG (PHS) – Community Health that have a results framework</p> <p>Percentage of units/programs/directorates under DDG (PHS) – Community Health that have submitted the annual action plan on time</p> <p>Percentage of planned meetings to be chaired by DDG (PHS) – Community Health that are conducted/chaired</p>
2. Monitoring and evaluation	Percentage of performance review meetings conducted out of the total planned for the year
3. Human resource management for public health for all cadres under the purview of DDG (PHS) – Community Health	<p>Percentage of updated job descriptions available out of total number of job descriptions for cadres that are the responsibility of DDG (PHS) – Community Health</p> <p>Percentage of annual program reviews of HRH conducted out of total planned for the year</p>
4. Financial Management	Allocated budget utilized with expected output delivered for all programs under purview
5. Intra-sectoral and inter sectoral coordination, negotiation, advocacy	Effective contribution from other sectors obtained (Define 2 specific areas that need multi sector contributions each year). This is a qualitative indicator

6. Global Health Diplomacy	Percentage of relevant EB/ WHA/ RC Resolutions followed up
7. Innovation and research	Number of contributions made through new evidence during the year
B3. Supervisory responsibilities (direct & indirect): Staff of the office of DDG (PHS) – Community Health Programs/Units/Directorates: Family Health Bureau Health Promotion Bureau Nutrition Division Directorate of Elderly and Disabled Directorate of Estate and Urban Health Directorate of Public Health Nursing Services Program on Migration Health	

B4 Tasks/ functions (duty list):

DDG (PHS) – Community Health will carry out the following functions in the areas of

- ❖ Maternal and Child Health through the life course Youth RMNCH
- ❖ Family planning
- ❖ Gender and women's health
- ❖ Nutrition
- ❖ Health of elders and disabled
- ❖ Health education and health promotion
- ❖ Primary health care integration
- ❖ Estate and urban health
- ❖ Public Health Nursing Services
- ❖ Health of other vulnerable groups including migrants

1. Policy and planning functions

- Identify and address policy gaps and barriers
- Work with the Program Directors to identify priorities in accordance with people's needs

- Ensure operationalization of adopted policies
 - Ensure availability of strategic plans, results frameworks, M & E plans and implementation through annual action plans
 - Review and recommend changes to organization structure and functions
 - Ensure that vertical programs are suitably integrated into primary care systems to ensure expanded coverage
 - Assess and address cross programmatic issues
 - Conduct/ contribute to National steering committees, technical advisory committees
2. Monitoring and evaluation (M & E)
- Conduct regular performance reviews based on results frameworks
 - Monitor UHC in relation to specific target groups
 - Provide guidance and promote conduction of process/midpoint and external evaluation of program areas.
3. Human resource management for public health for all cadres under the purview of DDG (PHS) – Community Health
- Conduct regular review of human resources
 - Coordinate with relevant units to establish/review/revise population norms and ensure evidence based cadre projections and approval
 - Coordinate with relevant units to ensure availability and equitable distribution of competent fit for purpose workforce
 - Ensure availability of job descriptions
 - Encourage and provide opportunities for professional development.
4. General administrative functions
- Approval/recommendation of activities and budget proposals as per the E-code and Financial regulations
 - Assist the DGHS to critically examine the organization structure for areas relevant to DDG (PHS) – Community Health, and advise on necessary reforms to address the emerging issues due to demographic, epidemiological, social and economic transitions
 - Guide and motivate staff towards meeting program objectives.
 - Assist and guide the Program Directors and their teams to produce and deliver quality results
5. Financial Management
- Conduct regular reviews of financial progress
 - Ensure adequacy of funds to accomplish project/program targets

6. Intra-sectoral and inter sectoral coordination, negotiation, advocacy
 - Ensure there is adequate contribution from relevant Directorates under purview for health inclusivity in plans of other sectors
 - Inter-sectoral and Intra-sectoral collaboration through active participation and through relevant National Steering Committees
 - Advocacy and negotiation to include Community health relevant policies into all relevant sector policies
 - Advocacy and negotiation with development partners to address national priorities relevant to DDG (PHS) – Community Health areas
 - Identify and facilitate suitable partnerships (such as public private partnerships, partnerships with civil society) to address national priorities relevant to DDG (PHS) – Community Health areas
 - Engage civil society to meet national priorities relevant to community health areas
 - Conflict management with internal stakeholders
 - Negotiating and sustaining provincial, national and global partnerships.
7. Global health and diplomacy
 - Encourage better understanding among the directorates under purview on health achievements and strategies adopted in other countries
 - Track global health agendas and respond to relevant global health issues
 - Facilitate global health diplomacy through Sri Lanka's public health issues/strengths
8. Innovation and research
 - Identify research/innovation areas to fulfil a gap to address national priorities relevant to DDG (PHS) – Community Health
 - Influence research agendas to accommodate to assess/develop appropriate interventions
 - Ensure and encourage adoption of evidence informed interventions through research
9. Public communication
 - Provide necessary guidance to the Ministry on use of media for community health improvement
 - Ensure and safeguard that publicity is coherent with national policies and strategies
 - Ensuring services and proper risk communication to the public under emergency/disaster situations

10. Training unit for postgraduate training
11. Addressing vulnerable populations for health improvement
12. 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; Negotiation skills

C3. Competencies (General & Career):

- Specific public health knowledge relevant to the program areas
- Able to guide service development
- Ability to get required support within and through other agencies/ sectors to achieve Policies/ Program objectives
- Human Resource development
- Identify innovations/ Research for service improvement
- Obtain/ give useful contributions through chairing of Technical Advisory committees
- Knowledge of the Health Sector organizations

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:

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 service recipients when representing the Ministry of Health, without any personal affiliations

C7. Responsibility of facilities and resources:

Official vehicle, items inventorized, efficient use of all resources provided without wastage.

D. Key Relationships

D1. Authorising Officer:	Secretary to the Ministry of Health
D2. Reporting to:	Director General of Health Services
D3. Supporting staff:	<ol style="list-style-type: none">1. Staff of the office of DDG (PHS) – Community Health2. D/Family Health Bureau3. D/Health Promotion Bureau4. D/Nutrition Division5. D/Directorate of Elderly and Disabled6. D/Directorate of Estate and Urban Health7. D/Public Health Nursing Services8. Program on Migration Health

D4. Approved by:



Director General of Health Services

Date:

Dr. ASELA GUNAWARDENA

Director General of Health Services

Ministry of Health

"Suwasiripaya"

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



Secretary

Date: 2023/11/16

S. Janaka Sri Chandraguptha

Secretary

Ministry of Health

"Suwasiripaya"

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