

REPUBLIC OF KENYA

MINISTRY OF HEALTH
STATE DEPARTMENT FOR MEDICAL SERVICES

CAREER PROGRESSION GUIDELINES
FOR
HEALTH ADMINISTRATIVE PERSONNEL

APPROVED BY

PUBLIC SERVICE COMMISSION

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SECTION ONE: INTRODUCTION

1.1 Aims and Objectives

(i) To provide for a well-defined career structure, that will attract, motivate and facilitate retention of suitably qualified and competent staff.
(ii) To provide for well-defined job descriptions and specifications with clear delineation of duties and responsibilities at all levels within the career structure, which will ensure proper deployment, advancement and utilization of personnel.
(iii) To establish standards for recruitment, training and advancement within the career structure on the basis of qualifications, knowledge of the job, experience, merit and ability as reflected in work performance and results.
(iv) To ensure appropriate career planning and succession management.

1.2 Responsibility for Administration

These Career Guidelines will be administered by the Authorized Officer responsible for Medical Services in consultation with the Public Service Commission. In implementing the guidelines, the Authorized Officer will ensure that the provisions of the guidelines are strictly observed for fair and equitable treatment of officers and that officers are confirmed in their appointment on successful completion of the probation period.

1.3 Training Scope

In administering the guidelines, the Authorized Officer will ensure that appropriate induction, training opportunities and facilities are provided to assist serving employees acquire the necessary qualifications/specialization and experience required for both efficient performance of their duties and advancement within the career structure. Officers should also be encouraged to undertake training privately for self-development.

1.4 Provision of Posts

Career Guidelines do not constitute authority for creation of post(s). Any additional post(s) required under the new grading structure or as a result of the expansion will be subject to the approval by the Public Service Commission.

1.5 Serving Officers

Serving officers will adopt and convert as appropriate to the new grading structure and job titles provided in the Career Guidelines though they may not be in possession of the requisite minimum qualifications and/or experience specified for the present grade. However, for advancement to higher grades, officers must possess the minimum requisite qualifications and/or experience required for appointment to the grade.

1.6 Incremental Credits

Incremental credits for approved experience acquired after obtaining the prescribed minimum qualifications for the grade may be awarded at the rate of one increment for each completed year of approved experience provided the maximum of the grade is not exceeded. In awarding incremental credit(s), any period of service or experience stipulated as the basic requirement for appointment to a particular grade will be excluded.

1.7 Advancement within the Career Guidelines

It is emphasized that the qualifications and/or any other conditions set out in these Career Guidelines are the minimum requirements entitling an officer for consideration for appointment and/or promotion to higher grades. In addition, advancement from one grade to another will also depend on:

(i) Merit and ability as reflected in work performance and results;
(ii) Existence of a vacancy within the Authorized Establishment; and
(iii) The approval of the Public Service Commission.

1.8 Grades Categorized as Common Establishment

This refers to two or more grades which are combined in a grading structure, normally at the lowest level of a given cadre for the purpose of facilitating advancement of officers without the need to increase the number of approved posts at those levels. This is a good measure to control growth in numbers of personnel without hindering advancement of staff. However, even in common establishment posts, serving officers will be required to fulfil all the requirements for advancement to the next grade as stipulated in these Career Guidelines.

1.9 Direct Appointment

Direct appointment refers to appointment of officers from outside the organization. The point of entry is determined by qualification(s) and experience. Direct appointment has been provided for at various levels within the Grading Structure. In exceptional cases however, direct appointments from the open market may be made beyond these grades by the Public Service Commission on the recommendation of the Authorized Officer provided the candidates possess the minimum qualifications and experience required for appointment to the grade.

1.10 Recognized Qualifications

Recognized qualifications as spelt out in these Career Guidelines will be those attained from locally recognized institutions, colleges and the Government approved Examination Bodies. These will include, among others: -

(i) Recognized Universities and Institutions;
(ii) Kenya National Examinations Council (KNEC);
(iii) Kenya Schools of Government (KSG);
(iv) National Polytechnics;
(v) Kenya National Qualification Authority (KNQA);
(vi) Technical and Vocational Education and Training Authority (TVETA); and
(vii) Any other accredited institutions by the Commission for University Education (CUE) or the relevant Government Departments as examining bodies.

1.11 Implementation of the Career Guidelines

The Career Guidelines will become operational with effect from the date of approval by the Public Service Commission and shall supersede any existing Career Guidelines. On implementation, all serving officers will automatically become members of these Career Guidelines.

1.12 Job and Appointment Specifications

These Career Guideline caters for various cadres whose Job Descriptions and Specifications are stipulated in the rest of this document.

SECTION TWO: CAREER GUIDELINE FOR HEALTH ADMINISTRATIVE PERSONNEL

2.1 Health Administration Function

The health administration function entails:

(i) Develop, implement, monitor and review health administration policies, guidelines, procedures and standards.
(ii) Coordinate preparation of annual workplan and quarterly implementation plans.
(iii) Promote innovation and use of modern technology in the provision of health administration services.
(iv) Coordinate implementation of Health infrastructural projects to ensure they meet relevant standards.
(v) Develop professional standards and code of conduct for health administration cadre.
(vi) Develop concept notes for promotion of partnerships and resource mobilization for health administrative services.
(vii) Participate in preparation of responses to parliamentary matters related to health administration.
(viii) Maintain register of department asset and liabilities.
(ix) Health fleet management.
(x) Ensure utilization and allocation of office space and resources.
(xi) Provision of administrative support to various health management committees.

2.2 Grading Structure

The Career Guideline establishes five (5) grades of Health Administrative Assistants and Seven (7) grades of Health Administrative Officers who will be designated and graded as follows:

HEALTH ADMINISTRATIVE ASSISTANTS — APPENDIX A

Designation	CSG
Health Administrative Assistant III	12
Health Administrative Assistant II	11
Health Administrative Assistant I	10
Senior Health Administrative Assistant	9
Principal Health Administrative Assistant	8

HEALTH ADMINISTRATIVE OFFICERS — APPENDIX B

Designation	CSG
Health Administrative Officer II	11
Health Administrative Officer I	10
Senior Health Administrative Officer	9

Principal Health Administrative Officer	8
Assistant Director Health Administrative Services	7
Deputy Director Health Administrative Services	6
Director, Health Administrative Services	5

Note: *The grades of Health Administrative Assistant III, CSG 12/11 for Diploma Holders and Health Administrative Officer II/I, CSG 11/10 for Degree Holders will form common establishment for the purpose of this Career Guideline.*

2.3 Conversion

HEALTH ADMINISTRATIVE ASSISTANTS APPENDIX 'A'

Current Designation	Current Job Group	New Designation	SC
Health Administrative Officer III	'H'	Health Administrative Assistant III	12
-	-	Health Administrative Assistant II	11
-	-	Health Administrative Assistant I	10
	-	Senior Health Administrative Assistant	9
	-	Principal Health Administrative Assistant	8

HEALTH ADMINISTRATIVE OFFICERS APPENDIX 'B'

Current Designation	Current Job Group	New Designation	
Health Administrative Officer II	'J'	Health Administrative Officer II	11
Health Administrative Officer I	'K'	Health Administrative Officer I	10
Senior Health Administrative Officer	'L'	Senior Health Administrative Officer	9
Assist. Chief Health Administrative Officer	'M'	Principal Health Administrative Officer	8
Dep. Chief Health Administrative Officer	'N'		
Senior Deputy Chief Health Administrative Officer	'P'	Assistant Director Health Administrative Services	7
Chief Health Administrative Officer	'Q'	Deputy Director Health Administrative Services	6
-	-	Director Health Administrative Services	5

2.4 Recognized Qualifications

The following are the recognized qualifications for the purpose of this Career Guideline:

(i) Diploma in any of the following areas: Health Care Management, Health System Management, Hospital/Health Administration or equivalent qualification from a recognized Institution;

(ii) Bachelor's degree in any of the following disciplines: Health Systems Management, Health Services Management, Health Economics, Hospital Administration or equivalent qualification from a recognized institution;

(iii) Bachelor's degree in Business Administration, Public Administration Plus Higher National Diploma in Health Administration or equivalent qualification from a recognized institution;

(iv) Master's degree in any of the following fields: - Health system management, Health Services Management, Health/Hospital Administration, Health policy and Planning, Project planning and management, Public Health Policy and Administration, Business Administration, Health Economics, or equivalent qualifications from a recognized institution.

(v) Membership to a professional body where applicable.

(vi) Supervisory Skills course lasting not less than two (2) weeks from a recognized institution.

(vii) Management course lasting for not less than four (4) weeks from a recognized institution.

(viii) Leadership course lasting not less than four (4) weeks from a recognized institution.

(ix) Proficiency in computer applications; and

(x) Such other qualifications as may be determined from time to time.

SECTION THREE: JOB DESCRIPTIONS AND APPOINTMENT SPECIFICATIONS

3.1 HEALTH ADMINISTRATIVE ASSISTANTS APPENDIX 'A'

The Officers may be deployed in the following areas:

National Referral Hospitals, Ministries, Departments and Agencies (MDAs), National Teaching and Referral Hospitals and National Health Programs.

1. Health Administrative Assistant III, CSG 12

(a) Duties and Responsibilities.

This will be the entry and training grade for Diploma holders, an officer at this level will work under the guidance of a senior officer.

Duties and responsibilities will entail; -

(i) Coordination of cleaning and security of the institution;
(ii) Generating health facility/program annual workplan data;
(iii) Preparing facility/program/unit performance reports;
(iv) Spearheading health facility/program/unit budget preparation and implementation;
(v) Supervising collection, banking and utilization facility improvement funds and preparing monthly, quarterly and annual reports;
(vi) Coordinating maintenance of health facility/program/unit infrastructure, equipment, and estate and workplace environment;
(vii) Facilitating transport and logistics; and
(viii) Providing secretarial and administrative support to health facility/program/unit management team.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have:

(i) Diploma in any of the following areas: Health Care Management, Health System Management, Hospital/Health Administration or equivalent qualification from a recognized Institution; and
(ii) Proficiency in computer applications.

2. Health Administrative Assistant II, CSG 11

(a) Duties and responsibilities.

Duties and responsibilities will entail:

(i) Carrying out non-medical administrative services to support curative (hospital/health institution based) and preventive Health programmes activities;

(ii) Preparing and implementing facility/ department/ program budgets;
(iii) Coordinating development and maintenance of health facilities including residential and non- residential buildings;
(iv) Supervising collection, banking and utilization Facility Improvement Funds and preparing monthly, quarterly and annual reports;
(v) Coordinating catering and housekeeping services;
(vi) Facilitating transport and logistics;
(vii) Overseeing requisitions, utilization and management of stores & equipment;
(viii) Overseeing the welfare and security of staff and Patients; and
(ix) Providing secretarial and administrative support to health facility/ program/ unit management team.

(b) Requirement for appointment.

For appointment to this grade an officer must have:
(i) Cumulative service period of three (3) years in the grade of Health Administrative Assistant III or in a comparable position.
(ii) Diploma in any of the following areas: Health Care Management, Health System Management, Hospital/Health Administration or equivalent qualification from a recognized Institution;
(iii) Proficiency in computer applications; and
(iv) Shown merit and ability as reflected in work performance and results.

3. Health Administrative Assistant I, CSG 10

(a) Duties and responsibilities.

Duties and responsibilities will entail: -
(i) Carrying out Health administrative and support services.
(ii) Implementing quarterly and annual work plan and budgets.
(iii) Collecting, banking and utilization of Facility Improvement Funds (FIF) and preparing monthly, quarterly and annual reports.
(iv) Undertaking development and implementation of capital project.
(v) Coordinating management of outsourced services.
(vi) Overseeing maintenance of plant, equipment, residential and non- residential buildings and compound.
(vii) Overseeing estate management in the health.
(viii) Participating in implementation of environmental safety, hygiene and sanitation guidelines and procedure.
(ix) Ensuring allocation and utilization of office space and equipment.
(x) Maintaining a register of hospital asset and liabilities.
(xi) Facilitating provision and maintenance of utilities (water, electricity/backup, gas and ICT)
(xii) Overseeing provision of hospitality and housekeeping services.

(xiii) Ensuring effective transport management including emergences and ambulance services.
(xiv) Overseeing requisitions, utilization and management of stores & equipment.
(xv) Overseeing the welfare and security of staff and Patients
(xvi) Handling patients, public and staff complaints/compliments; and
(xvii) Providing secretariat and administrative support to various health management team.

(b) Requirement for appointment.

For appointment to this grade, an officer must have:
(i) Cumulative service period of six (6) work experience, three (3) of which should have been in the grade of Health Administrative Assistant II or in a comparable position.
(ii) Diploma in any of the following areas: Health Care Management, Health System Management, Hospital/Health Administration or equivalent qualification from a recognized Institution;
(iii) Proficiency in computer applications; and
(iv) Shown merit and ability as reflected in work performance and results.

4. Senior Health Administrative Assistant, CSG 9

(a) Duties and responsibilities.

Duties and responsibilities will entail: -
(i) Carrying out Health administrative and support services.
(ii) Implementing of quarterly and annual work plan and budgets.
(iii) Collecting, banking and prudent utilization of Facility Improvement Funds (FIF) and preparing monthly, quarterly and annual reports.
(iv) Coordinating management of outsourced services.
(v) Overseeing maintenance of plant, equipment, residential and non- residential buildings and compound.
(vi) Coordinating estate management in health.
(vii) Participating in implementation of environmental safety, hygiene and sanitation guidelines and procedure.
(viii) Ensuring allocation and utilization of office space and equipment.
(ix) Maintaining a register of hospital asset and liabilities.
(x) Facilitating provision and maintenance of utilities (water, electricity/backup, gas and ICT)
(xi) Overseeing provision of hospitality and housekeeping services.
(xii) Ensuring effective transport management including emergences and ambulance services.
(xiii) Overseeing requisitions, utilization and management of stores & equipment.
(xiv) Overseeing the welfare and security of staff and Patients
(xv) Handling patients, public and staff complaints/compliments; and

(xvi) Providing secretariat and administrative support to various health management team.

(b) Requirement for appointment.

For appointment to this grade, an officer must have;

(i) Cumulative service period of nine (9) years' work experience, three (3) of which should have been in the grade of Health Administrative Assistant I or in a comparable position.
(ii) Diploma in any of the following areas: Health Care Management, Health System Management, Hospital/Health Administration or equivalent qualification from a recognized Institution;
(iii) Membership to a professional body where applicable;
(iv) Proficiency in computer applications; and
(v) Shown merit and ability as reflected in work performance and results.

5. Principal Health Administrative Assistant, CSG 8

(a) Duties and responsibilities

Duties and responsibilities will entail: -

(i) Supervising Health administration and support services.
(ii) Implementing quarterly and annual work plan and budgets.
(iii) Ensuring collection, banking and prudent utilization of Facility Improvement Funds (FIF) and monthly, quarterly and annual reports.
(iv) Coordinating development and implementation of capital project.
(v) Overseeing management of outsourced services.
(vi) Overseeing maintenance of plant, equipment, residential and non- residential buildings and compound.
(vii) Overseeing estate management in health.
(viii) Participating in implementation of environmental safety, hygiene and sanitation guidelines and procedure.
(ix) Ensuring allocation and utilization of office space and equipment.
(x) Overseeing maintenance, a register of asset and liabilities.
(xi) Facilitating provision and maintenance of utilities (water, electricity/backup, gas and ICT)
(xii) Overseeing provision of hospitality and housekeeping services.
(xiii) Overseeing transport management including emergences and ambulance services.
(xiv) Overseeing requisitions, utilization and management of stores & equipment.
(xv) Overseeing the welfare and security of staff and Patients
(xvi) Handling patients, public and staff complaints/compliments; and
(xvii) Providing secretariat and administrative support to various health management team.

(b) Requirement for Appointment

For appointment to this grade, an Officer must have;

(i) Cumulative service period of twelve (12) years' work experience, three (3) of which should have been in the grade of Senior Health Administrative Assistant or in a comparable position.
(ii) Diploma in any of the following areas: Health Care Management, Health System Management, Hospital/Health Administration or equivalent qualification from a recognized Institution;
(iii) Membership to a professional body where applicable;
(iv) Certificate in Supervisory Skills course lasting not less than two (2) weeks from a recognized institution.
(v) Supervisory Skills course lasting not less than two (2) weeks from a recognized institution.
(vi) Management course lasting for not less than four (4) weeks from a recognized institution;
(vii) Proficiency in computer applications; and
(viii) Shown merit and ability as reflected in work performance and results.

3.2 HEALTH ADMINISTRATIVE OFFICERS APPENDIX 'B'

The Officers may be deployed in the following areas:

National Referral Hospitals, Ministries, Departments and Agencies (MDAs), National Teaching and Referral Hospitals and National Health Programs.

1. Health Administrative Officer II, CSG 11

(a) Duties and responsibilities.

This is the entry and training grade for Degree holders. An officer at this level will work under the guidance of a senior officer.

Duties and responsibilities will entail:

(i) Procuring, providing and maintaining facilities and general upkeep of the hospital;
(ii) Compiling quarterly and annual work plan and budgets;
(iii) Compilation monthly, quarterly and annual;
(iv) Preparing facility improvement funds reports; and
(v) Undertaking transport and logistics management.

(b) Requirement for appointment.

For appointment to this grade, a candidate must have:

(i) Bachelor's degree in any of the following disciplines: Health Systems Management, Health Services Management, Health Economics, Hospital Administration or equivalent qualification from a recognized institution;
OR
Bachelor's degree in Business Administration, Public Administration Plus Higher National Diploma in Health Administration or equivalent qualification from a recognized institution; and

(ii) Proficiency in computer applications.

2. Health Administrative Officer I, CSG 10

(a) Duties and responsibilities

Duties and responsibilities will entail: -

(i) Undertaking Health administration and support services;
(ii) Implementing quarterly and annual work plan and budgets;
(iii) Collecting, banking and prudent utilization of Facility Improvement Funds (FIF) and preparing monthly, quarterly and annual reports;
(iv) Coordinating management of outsourced services;
(v) Overseeing maintenance of plant, equipment, residential and non- residential buildings and compound;
(vi) Participating in implementation of environmental safety, hygiene and sanitation guidelines and procedure;
(vii) Allocating office space and general office equipment;
(viii) Creating and maintaining register of hospital asset and liabilities;
(ix) Facilitating provision and maintenance of utilities (water, electricity/backup, gas, internet and telephone);
(x) Facilitating provision of hospitality and housekeeping services;
(xi) Ensuring effective fleet management;
(xii) Coordinating of requisitions, utilization and management of stores & equipment.
(xiii) Overseeing the welfare and security of staff and Patients;
(xiv) Handling patients, public and staff complaints/compliments; and
(xv) Providing secretariat and administrative support to various health management team.

(b) Requirement for appointment

For appointment to this grade, an officer must have;

(i) Cumulative service period of three (3) years' work experience at the grade of Health Administrative Officer II or in a comparable position;

(ii) Bachelor's degree in any of the following disciplines: Health Systems Management, Health Services Management, Health Economics, Hospital Administration or equivalent qualification from a recognized institution:
OR
Bachelor's degree in Business Administration, Public Administration Plus Higher National Diploma in Health Administration or equivalent qualification from a recognized institution;
(iii) Proficiency in computer applications; and
(iv) Shown merit and ability as reflected in work performance and results.

3. Senior Health Administrative Officer, CSG 9

(a) Duties and responsibilities

Duties and responsibilities will entail; -
(i) Undertaking Health administration and support services.
(ii) Implementing quarterly and annual work plan and budgets.
(iii) Collecting, banking and prudent utilization of Facility Improvement Funds (FIF) and monthly, quarterly and annual reports.
(iv) Coordinating development and implementation of capital project.
(v) Overseeing management of outsourced services.
(vi) Overseeing maintenance of plant, equipment, residential and non- residential buildings and compound.
(vii) Overseeing estate management in health.
(viii) Participating in implementation of environmental safety, hygiene and sanitation guidelines and procedure.
(ix) Ensuring allocation and utilization of office space and equipment.
(x) Overseeing maintenance, a register of asset and liabilities.
(xi) Facilitating provision and maintenance of utilities (water, electricity/backup, gas and ICT)
(xii) Overseeing provision of hospitality and housekeeping services.
(xiii) Overseeing transport management including emergences and ambulance services.
(xiv) Overseeing requisitions, utilization and management of stores & equipment.
(xv) Overseeing the welfare and security of staff and Patients
(xvi) Handling patients, public and staff complaints/compliments;
(xvii) Providing secretariat and administrative support to various health management team.

(b) Requirement for Appointment

For appointment to this grade, an Officer must have:
(i) Cumulative service period of six (6) years' work experience, three (3) of which should have been in the grade of Health Administrative Officer I or a comparable position;

(ii) Bachelor's degree in any of the following disciplines: Health Systems Management, Health Services Management, Health Economics, Hospital Administration or equivalent qualification from a recognized institution;
OR
Bachelor's degree in Business Administration, Public Administration Plus Higher National Diploma in Health Administration or equivalent qualification from a recognized institution;
(iii) Membership to a professional body where applicable;
(iv) Proficiency in computer applications; and
(v) Shown merit and ability as reflected in work performance and results.

4. Principal Health Administrative Officer, CSG 8

(a) Duties and responsibilities

Duties and responsibilities will entail: -
(i) Supervising Health administration and support services.
(ii) Implementation of quarterly and annual work plan and budgets.
(iii) Ensuring collection, banking and prudent utilization of Facility Improvement Funds (FIF) and monthly, quarterly and annual reports.
(iv) Coordinating development and implementation of health capital project.
(v) Overseeing maintenance of plant, equipment, residential and non- residential buildings and compound.
(vi) Participating in implementation of environmental safety, hygiene and sanitation guidelines and procedure.
(vii) Ensuring allocation and utilization of office space and equipment.
(viii) Overseeing maintenance, a register of asset and liabilities.
(ix) Facilitating provision and maintenance of utilities (water, electricity/backup, gas and ICT);
(x) Overseeing transport management including emergences and ambulance services.
(xi) Overseeing requisitions, utilization and management of stores & equipment.
(xii) Overseeing the welfare and security of staff and Patients
(xiii) Handling patients, public and staff complaints/compliments; and
(xiv) Providing secretariat and administrative support to various health management team.

(b) Requirement for Appointment

For appointment to this grade, an officer must have:
(i) Cumulative service period of nine (9) years' work experience, three (3) of which should have been in the grade of Senior Health Administrative Officer or in a comparable position;
(ii) Bachelor's degree in any of the following disciplines: Health Systems Management, Health Services Management, Health Economics, Hospital Administration or equivalent qualification from a recognized institution;

OR
Bachelor's degree in Business Administration, Public Administration Plus Higher National Diploma in Health Administration or equivalent qualification from a recognized institution;

(iii) Membership to a professional body where applicable;
(iv) Management course lasting for not less than four (4) weeks from a recognized institution;
(v) Proficiency in computer applications; and
(vi) Shown merit and ability as reflected in work performance and results.

5. Assistant Director, Health Administrative Services, CSG 7

(a) Duties and responsibilities.

Duties and responsibilities will entail:

(i) Ensuring effective planning, implementation and monitoring of operational activities within Health Administration and Support Services.
(ii) Handling in-coming and out-going official correspondences that will be referred to the Director Health administrative services.
(iii) Participating in developing and implementation of Health budget.
(iv) Preparing annual and quarterly Health workplans, procurement plans and monitor implementation of Budgets.
(v) Collating and consolidating Director Health administrative services department budget for effective and efficient general services.
(vi) Carrying out support supervisory visits to the lower level of health service delivery and disseminate policy directives, monitor compliance with administrative directives and obtain feedback.
(vii) Consolidating and maintaining Health department asset register.
(viii) Coordinating fleet Management.
(ix) Monitoring implementation of Health infrastructural projects in liaison with other relevant technical departments to ensure they meet relevant standards.
(x) Coordinating performance management of health administrative personnel and other support cadres.
(xi) Assessing and determining the Human Resources needs of the Health Administration and support services Department and advice on training and recruitment; and
(xii) Providing secretariat and administrate support to the various health management committees.

(b) Requirement for Appointment.

For appointment to this grade, an officer must have;

(i) Cumulative service period of twelve (12) years' work experience, three (3) of which should have been in the grade of Principal Health Administrative Officer or in a comparable position;

(ii) Bachelor's degree in any of the following disciplines: Health Systems Management, Health Services Management, Health Economics, Hospital Administration or equivalent qualification from a recognized institution;
OR
Bachelor's degree in Business Administration, Public Administration Plus Higher National Diploma in Health Administration or equivalent qualification from a recognized institution;

(iii) Master's degree in any of the following fields: Health Management, Health Administration, Hospital/health institution Administration, Health Planning, Public Health, Public Policy and Administration, Business Administration, Health Systems Management, Health services management, Health Economics or equivalent qualifications from a recognized institution.

(iv) Membership to a professional association where applicable;

(v) Management course lasting for not less than four (4) weeks from a recognized institution;

(vi) Proficiency in computer applications; and

(vii) Shown merit and ability as reflected in work performance and results

6. Deputy Director, Health Administrative Services, CSG 6

(a) Duties and responsibilities.

Duties and responsibilities will entail:

(i) Coordinating management and administrative support services.

(ii) Contributing to the development and dissemination of health sector administrative policies guidelines and manuals.

(iii) Ensuring effective planning, implementation and monitoring of operational activities within Health Administration and Support Services Directorate

(iv) Establishing and regularly reviewing Health administrative policies, guidelines, procedures and manuals as and when necessary

(v) Providing technical advice and support in the area of health administrative services

(vi) Carrying out supervisory visits to the lower levels of health Service delivery units and where necessary explain policy directives, monitor compliance with administrative directives and obtain feedback;

(vii) Coordinating Health Administrative reviews, workshops and seminars; and

(viii) Assessing and determining the Human Resources needs in health administrative services.

(b) Requirement for appointment

For appointment to this grade, an officer must have:

(i) Cumulative service period of fifteen (15) years' work experience, three (3) of which should have been in the grade of Assistant Director, Health Administrative Services or in a comparable position;

(ii) Bachelor's degree in any of the following disciplines: Health Systems Management, Health Services Management, Health Economics, Hospital Administration or equivalent qualification from a recognized institution;
OR
Bachelor's degree in Business Administration, Public Administration Plus Higher National Diploma in Health Administration or equivalent qualification from a recognized institution;

(iii) Master's degree in any of the following fields: Health Management, Health Administration, Hospital/health institution Administration, Health Planning, Public Health, Public Policy and Administration, Business Administration, Health Systems Management, Health services management, Health Economics or equivalent qualifications from a recognized institution.

(iv) Membership to a relevant professional body where applicable;

(v) Leadership course lasting not less than four (4) weeks from a recognized institution;

(vi) Proficiency in computer applications; and

(vii) Demonstrated professional administrative and managerial competence.

7. Director, Health Administrative Services, Job CSG 5

(a) Duties and responsibilities.

Duties and responsibilities will entail:

(i) Coordinating management and administrative support services.

(ii) Coordinating the development and dissemination of health sector administrative policies guidelines and manuals.

(iii) Ensuring effective planning, implementation and monitoring of operational activities within Health Administration and Support Services Directorate

(iv) Establishing and regularly reviewing Health administrative policies, guidelines, procedures and manuals as and when necessary

(v) Providing technical advice and support in the area of health administrative services

(vi) Carrying out supervisory visits to the lower levels of health Service delivery units and where necessary explain policy directives, monitor compliance with administrative directives and obtain feedback;

(vii) Coordinating Health Administrative reviews, workshops and seminars; and

(viii) Assessing and determining the Human Resources needs in health administrative services.

(b) Requirement for Appointment

For appointment to this grade, an officer must have;

(i) Cumulative service period of fifteen (15) years' work experience, five (5) of which should have been in the grade of Assistant Director, Health Administrative Services or in a comparable position;

(ii) Bachelor's degree in any of the following disciplines: Health Systems Management, Health Services Management, Health Economics, Hospital Administration or equivalent qualification from a recognized institution;
OR
Bachelor's degree in Business Administration, Public Administration Plus Higher National Diploma in Health Administration or equivalent qualification from a recognized institution;

(iii) Master's degree in any of the following fields: Health Management, Health Administration, Hospital/health institution Administration, Health Planning, Public Health, Public Policy and Administration, Business Administration, Health Systems Management, Health services management, Health Economics or equivalent qualifications from a recognized institution.

(iv) Membership to a relevant professional body where applicable;

(v) Leadership course lasting not less than four (4) weeks from a recognized institution;

(vi) Proficiency in computer application from a recognized institution; and

(vii) Shown merit and ability as reflected in work performance and results.

(viii) Exhibited a thorough understanding of national goals and policies and ability to relate them to the health administration function.

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