

RESTRUCTURING THE ADDITIONAL DUTY HOURS ALLOWANCE

Part I of Volume II

JOB DESCRIPTIONS FOR DIRECTORS

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Ghana Ministry of Health

Ghana Health Services

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1.0 DIRECTOR GENERAL

Title of Post : Director General
Grade : Executive grade C
Responsible to: Chair of the GHS Council
Accountable to: Minister for Health

Job Purpose:

Provide executive leadership and leading edge strategic direction to enable the Ghana Health Service deliver innovative services and effective healthcare to the population.

Overview of role

This unique roll calls for a transformational leader who will shape an agile and dynamic organisation, capable of delivering real strategic value to the general health service delivery frontline.

The role will require effective partnership working with the Ministry of Health, external organisations, other agencies and donors.

The role demands exceptional change management expertise and the ambition for the GHS to become an organisation of excellence.

Job Summary

- Lead and manage the GHS
- Implement health improvement strategies and plans
- Lead national modernisation of services to achieve the GHS plan targets and services that are accessible to the population
- Develop and deliver an appropriate portfolio of directly managed services which will improve the health of local communities
- Provide clear, credible and dynamic leadership for the strategic development and operational management of the corporate affairs, communication and partnership portfolio;
- Develop a long term, sustainable, strategic vision and plan for the GHS and ensure future organisational capacity to deliver it.

Key responsibilities

- Take corporate responsibility for the functions of the GHS and its agencies;
- Develop an energetic leadership presence as advocate for innovation for health and health care transformation in the GHS;
- Lead the development and implementation of high-impact solutions to the challenges facing the GHS in areas of strategic priority;
- Lead in the development of a Modernisation Agenda for the GHS;
- Communicate the Modernisation Agenda of the health service in a way that establishes a clear sense of purpose and ensures strong relationships with the Ministry of Health, external organisations, agencies and donors;
- Develop strategies and frameworks to support the GHS in the effective co-ordination of service redesign, unlocking workforce potential and the harnessing of new technologies;
- Develop a coherent strategic framework and annual delivery plan to ensure the continued improvement of services and most effective use of resources;

- Ensure that health and health services play a strong role in the country by strong GHS leadership and contribution to the delivery of strategic programmes of work which support health improvement, community development/involvement and effective delivery/commissioning of health services;
- Establish organisational strategies to ensure the successful creation of an effective leadership team;
- Deliver results, as agreed with the GHS Council and the Minister of Health through the priority setting mechanisms;
- Actively create links with overseas health, and other sectors, improvement leaders in overseas health systems and other sectors to develop learning;
- Represent the GHS nationally and internationally in the promotion of innovation for improvement in health and healthcare;
- Work closely with partners to develop capability and capacity in improvement skills in the GHS;
- Lead the development of a coherent and proactive communication strategy for the GHS;
- Promote a culture of collaboration between the GHS and other partners and stakeholders;
- Project a strong and positive corporate image, demonstrating integrity and a strong commitment to service provision, both within the organisation and externally;
- Ensure the monitoring of performance against service agreements within the GHS and other providers;
- Ensure the preparation of performance management reports as required, including annual reports and annual accounts
- Ensure a strong and effective framework of corporate governance including risk, clinical governance, controls assurance, health and safety, etc;
- Through these responsibilities to shape and deliver an organisation fit for purpose and to develop the Director Team as an effective leadership for delivery.

Qualities and experience required

Knowledge and Experience

- A high level of intellectual rigour and credibility at a national and/or international level;
- A track record as an agent for change
- Substantial management experience at Chief Executive or senior management level;
- Evidence of continuous improvement approaches to organisational and system dilemmas;
- An understanding of work in health/social care organisations will be an advantage
- Experience in creating and influencing political and multi-organisational level strategies;
- Knowledge and experience in one of the following: national and international improvement thinking, methodologies and innovation strategies; innovation of products or technology; learning; organisational and leadership development
- Evidence of working in a complex stakeholder environment.

Skills and Personal Qualities

- A creative, innovative leader who embraces diversity and challenge;

- Experience of driving and implementing substantial organisational change, in particular using new and innovative practices and technologies to improve services;
- Demonstrable flexible relationship and communication skills that embrace a range of styles;
- Ability to create partnerships that foster teamwork and networking both within the organisation and across organisational boundaries;
- Skilled performer in a variety of presentation settings;
- Significant personal standing which may include a national or international reputation in a relevant field;
- Tenacity, integrity, and positive motivational approach to people management and development;
- The drive, enthusiasm and vision needed to lead change in the organisation;
- Excellent personal communication skills, including tact and diplomacy when dealing with potentially difficult and sensitive issues;
- A commitment to the essence of health service delivery to encourage innovation and increase the capability of the GHS.

2.0 DEPUTY DIRECTOR GENERAL

Title of Post : Deputy Director General
Grade : Executive grade C
Responsible to: Chair of the GHS Council
Accountable to: Minister for Health

Job Purpose:

Work together with the Director General to provide executive leadership and leading edge strategic direction to enable the Ghana Health Service deliver innovative services and effective healthcare to the population

Overview of role

This unique roll calls for a transformational leader who will work together with the Director General to shape an agile and dynamic organisation, capable of delivering real strategic value to the general health service delivery frontline. You will lead and be responsible for the operational functions of the Ghana Health Service.

The role will require effective partnership working with the Ministry of Health, external organisations, other agencies and donors.

The role demands exceptional change management expertise and the ambition for the GHS to become an organisation of excellence.

Job Summary

Working together with the Director General

- Lead and manage the GHS
- Implement health improvement strategies and plans
- Lead national modernisation of services to achieve the GHS plan targets and services that are accessible to the population
- Develop and deliver an appropriate portfolio of directly managed services which will improve the health of local communities
- Provide clear, credible and dynamic leadership for the strategic development and operational management of the corporate affairs, communication and partnership portfolio;
- Develop a long term, sustainable, strategic vision and plan for the GHS and ensure future organisational capacity to deliver it.

Principal Duties

Under the direction and on behalf of the GHS Board, the Deputy Director General will:

- Work closely with the Headquarters and Regional Directors to develop a strategic direction for the GHS and lead the creation of a strong organisation with a coherent long term health strategy for the provision of health care services and deliver wider health improvement within all regions.
- Work with the Director General to ensure the effective working and development of the GHS Executive Committee and Board.
- Be responsible for the operational function of the service.

- Lead the developing of a Modernisation Programme reflecting the health status and the health needs of the population.
- Ensure that budgeting and financial systems are sound and in accordance with GHS financial instructions. Maintain financial control within allocated resources. Ensure the development of a financial risk plan and forward financial strategy for the GHS with a focus on financial sustainability and advocacy/demonstration of the GHS below capitation and high deprivation status.
- Ensure the monitoring of performance against service agreements with GHS agencies and other providers.
- Ensure the preparation of performance management reports as required, including annual reports and annual accounts.
- Ensure a strong and effective framework of corporate governance including risk, clinical governance, controls assurance, health and safety, etc.
- Work in partnership with other agencies to secure the wider health of the population.
- Develop closer integration of primary and community health services and ensure closer working with other agencies on both planning and delivery.
- Ensure that health and health services play a strong role in the country by strong GHS leadership and contribution to the delivery of strategic programmes of work which support health improvement, community development/involvement and effective delivery/commissioning of health services.
- Facilitate and support professional development, audit and peer review and the development of clinical governance.
- Through these responsibilities to shape and deliver an organisation fit for purpose and to develop the Director Team as an effective leadership for delivery.

Person Specification

Qualities and experience required

Knowledge and Experience

- A high level of intellectual rigour and credibility at a national and/or international level;
- A track record as an agent for change
- Substantial management experience at Chief Executive or senior management level;
- Evidence of continuous improvement approaches to organisational and system dilemmas;
- An understanding of work in health/social care organisations will be an advantage
- Experience in creating and influencing political and multi-organisational level strategies;
- Knowledge and experience in one of the following: national and international improvement thinking, methodologies and innovation strategies; innovation of products or technology; learning; organisational and leadership development
- Evidence of working in a complex stakeholder environment.

Skills and Personal Qualities

- A creative, innovative leader who embraces diversity and challenge;
- Experience of driving and implementing substantial organisational change, in particular using new and innovative practices and technologies to improve services;

- Demonstrable flexible relationship and communication skills that embrace a range of styles;
- Ability to create partnerships that foster teamwork and networking both within the organisation and across organisational boundaries;
- Skilled performer in a variety of presentation settings;
- Significant personal standing which may include a national or international reputation in a relevant field;
- Tenacity, integrity, and positive motivational approach to people management and development;
- The drive, enthusiasm and vision needed to lead change in the organisation;
- Excellent personal communication skills, including tact and diplomacy when dealing with potentially difficult and sensitive issues;
- A commitment to the essence of health service delivery to encourage innovation and increase the capability of the GHS.

3.0 DIRECTOR AND DEPUTY DIRECTORS, PUBLIC HEALTH DIVISION (PHD)

3.1 Director, PHD

Job Title : Director, Public Health Division

Grade : Director

Responsible To : Director General, GHS

Accountable To : Director General, GHS

Job Purpose

Provide leadership in the planning and organization of all public health activities in the organization mainly in communicable disease control and surveillance, reproductive, adolescent and child health, nutrition and health promotion

Main Duties and Responsibilities

- Provide technical advise to Director General on matters relating to public health
- Lead in the development of public health policies, guidelines, protocols and standards.
- Lead in the development of interventions and programs for public health
- Provide technical support in the implementation of public health interventions and programs
- Provide direction in the development and operations of the departments within public health
- Direct and participate in the preparation and submission of grant proposals on public health interventions and programs to health partners
- Lead in the assessment of public health needs and inequalities
- Lead in the development of systems for monitoring and evaluation of public health programmes across the organisation.
- Lead in the monitoring and evaluation of public health programs and interventions
- Contribute to the implementation quality assurance public health programs
- Contribute to policy development, analysis and review in the Ghana Health Service (GHS).
- Lead in the development of national surveillance and disease control systems
- Lead in the periodic review of public health interventions.
- Ensure that effective database on public health intervention is maintained.
- Contribute to the promotion of healthy life style.
- Contribute to the implementation and evaluation of national health policies within the GHS.
- Contribute to the development of medium/Long term strategic plans for the GHS
- Prepare annual reports and other reports on the Division.
- Contribute to the development of in-service and post-basic training programmes for public health staff

Communication and Working Relationship

- Foster good communication and team working relationships within the organization
- Develop working partnership networks with individuals, groups, communities and agencies
- Liaise with Ministry of Health, WHO, UNICEF, other Health Partners and other related agencies on issues of public health importance.
- Liaise appropriately with the GHS Management, ensuring open and effective communication is maintained.
- Be a visible and approachable resource for staff for matters relating to public health.

Personal & People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of public health services.
- Monitor own performance against agreed objectives.
- Create an enabling environment to promote staff development.
- Arrange for continuing professional education and ensure performance appraisals for staff in the Division.

Management

- Provide effective leadership in the Division.
- Coordinate activities of all departments within the division.
- Ensure effective use of resources in the Division.
- Promote a positive image of the GHS.
- Devise improved job methods for increasing efficiency
- Ensure that complete, accurate and up to date records are maintained in the Division in accordance with the GHS Guidelines for record keeping and management
- Plan divisional workload and manage the division to accomplish work on schedule
- Prepare and implement divisional budget according to organizational policies and guidelines.

Research

- Co-ordinate and implement R & D programmes.
- Apply relevant evidence-based research findings.

Health and Safety Responsibilities

- Take care of own safety and ensure the safety of other staff in the division.
- Promote adherence to existing health and safety policies and procedures of the GHS/MOH.
- Promote maintenance of safe systems and safe workplace.

Quality Assurance

- Promote adherence to the GHS quality assurance policy and guidelines.

- Act as a role model in quality improvement.
- Keep up-to-date with quality developments relevant to area of work and related services.
- Continuously monitor activities against quality standards, anticipating factors that may reduce quality and taking effective action to address them.

Further Information

- The post holder must at all times:
 - o Work in accordance with the GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient's Charter.
 - o Participate in National Health Programmes
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification Director, Public Health

Criteria	Essential	Desirable
Educational Qualification	Senior Health Professional Postgraduate qualification in a Public Health or related field (Masters or equivalent) Evidence of leadership and continuing professional development and training in Health management	Degree in Medicine Member of relevant Professional Body (e.g. GPGC)
Knowledge & Experience	A minimum of FIVE (5) years working experience in management at senior level. A minimum of FIVE (5) years public health practice Project management Budget management A broad knowledge base and experience of GHS policies and operating procedures. Knowledge and experience of quality assurance. Knowledge in epidemiology and statistics Knowledge and experience in coordinating and implementing Research and development programmes. Experience in service development.	Experience of multi-agency networking.
Skills & Abilities	Excellent written and verbal communication skills. Strategic thinker Planning, organization and supervisory skills Ability to work, lead and manage a multi-disciplinary team Ability to make effective and persuasive speeches and presentations on complex and controversial topics. Ability to organize and manage workload, work under pressure to meet tight deadlines. Demonstrated ability to work on own initiative. Computer skills. Excellent problem-solving skills	

3.2 Deputy Director, Family Health (Public Health)

Job Title : Deputy Director, Family Health (Public Health)

Grade : Deputy Director

Responsible To : Director, Public Health

Accountable To : Director General, GHS

Job Purpose

Provide leadership in the planning and organization of reproductive, adolescent and child health programs in the organization

Main Duties and Responsibilities

- Lead in the development of reproductive, adolescent and child health policies, strategies, guidelines, protocols and standards.
- Provide direction in the development and operations of the department
- Directs and participates in the preparation and submission of grant proposals on reproductive, adolescent and child health to health partners
- Lead in the assessment of reproductive, adolescent and child health needs and inequalities
- Lead in the development of systems for monitoring and evaluation of RCH programs
- Lead in the monitoring and evaluation of RCH and adolescent health programs and interventions
- Provide technical support in the implementation of RCH and adolescent health programs and interventions
- Contribute to the preparation and submission of grant proposals on RCH and adolescent health interventions and programs to health partners
- Contribute to the implementation quality assurance RCH programs
- Contribute to policy development, analysis and review in the Ghana Health Service (GHS).
- Ensure that effective database on RCH interventions and programs is maintained.
- Contribute to the promotion of healthy life style.
- Contribute to the implementation and evaluation of national health policies within the GHS.
- Participate in the development of medium/Long term strategic plans for the GHS
- Prepare annual reports and other reports on the Department
- Contribute to the development of in-service and post-basic training programmes for RCH.

Communication and Working Relationship

- Foster good communication and team working relationships within the organization
- Develop working partnership networks with individuals, groups, communities and agencies
- Liaise with Ministry of Health, WHO, UNICEF, other Health Partners and other related agencies on matters relating to family health.

- Liaise appropriately with the GHS Management, ensuring open and effective communication is maintained.
- Be a visible and approachable resource for staff for matters relating to family health.

Personal & People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of family health services.
- Monitor own performance against agreed objectives.
- Undertake training, coaching and performance appraisals for staff in the department.

Management

- Provide effective leadership in the Department.
- Coordinate activities within the Department.
- Ensure effective use of resources in the Department.
- Promote a positive image of the GHS.
- Devise improved job methods for increasing efficiency
- Ensure that complete, accurate and up to date records are maintained in the Department in accordance with the GHS Guidelines for record keeping and management
- Plan departmental workload and manage the Department to accomplish work on schedule
- Prepare and implement departmental budget according to organizational policies and guidelines.

Research

- Co-ordinate and implement R & D programmes.
- Apply relevant evidence-based research findings.

Health and Safety Responsibilities

- Take care of own safety and ensure the safety of other staff in the department.
- Promote adherence to existing health and safety policies and procedures of the GHS/MOH.
- Promote maintenance of safe systems and safe workplace.

Quality Assurance

- Promote adherence to the GHS quality assurance policy and guidelines.
- Act as a role model in quality improvement.
- Keep up-to-date with quality developments relevant to area of work and related services.
- Continuously monitor activities against quality standards, anticipating factors that may reduce quality and taking effective action to address them.

Further Information

- The post holder must at all times:

- o Work in accordance with the GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient's Charter.
 - o Participate in National Health Programmes
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

**Person Specification
Deputy Director, Family Health**

Criteria	Essential	Desirable
Educational Qualification	Senior Health Professional Postgraduate qualification in a Public Health or related field (Masters or equivalent) Evidence of leadership and continuing professional development and training in Health management	Member of relevant Professional Body MBCHB
Knowledge	A minimum of five (5) years working experience in management at senior level. A minimum of five (5) years public health practice Project management Budget management A broad knowledge base and experience of GHS policies and operating procedures. Knowledge and experience of quality assurance. Knowledge and experience in coordinating and implementing Research and development programmes. Experience in service development.	Experience of multi-agency networking.
Skills & Abilities	Excellent written and verbal communication skills. Strategic thinker Planning, organization and supervisory skills Ability to work, lead and manage a multi-disciplinary team Ability to make effective and persuasive speeches and presentations on complex and controversial topics. Ability to organise workload, work under pressure to meet tight deadlines. Demonstrated ability to work on own initiative. Computer skills. Excellent problem-solving skills	

3.3 Deputy Director, Disease Control and Surveillance (Public Health)

Job Title : Deputy Director, Disease Control and Surveillance,
Public Health

Grade : Deputy Director

Responsible To : Director Public Health

Accountable To : Director General, GHS

Job Purpose

- Provide leadership in establishment, monitoring and evaluation of national disease surveillance and control programs.
- Provide expert advice and direction in the management of epidemics and disease outbreaks

Main Duties and Responsibilities

- Lead in the development of policies, strategies, guidelines, protocols and standards on disease control and surveillance.
- Lead in the development of national surveillance system
- Provide technical support to regions/ districts on disease control and surveillance
- Ensure that effective database on disease surveillance is maintained.
- Lead in the development of systems for monitoring and evaluation disease surveillance and control programs
- Provide expert advice and direction in the management of epidemics and disease outbreaks
- Provide regular weekly bulletin on diseases under surveillance
- Lead in the development of training programs for disease control staff
- Contribute to the training of disease control staff
- Provide direction in the development and operations of the department
- Contribute to the preparation and submission of grant proposals on disease control and surveillance to health partners and related agencies
- Contribute to the implementation quality assurance disease control and surveillance programs
- Contribute to policy development, analysis and review in the Ghana Health Service (GHS).
- Contribute to the promotion of healthy life style.
- Contribute to the implementation and evaluation of national health policies within the GHS.
- Contribute to the development of medium/Long term strategic plans for the GHS
- Prepare annual reports and other reports on the department.

Communication and Working Relationship

- Foster good communication and team working relationships within the organization
- Develop working partnership networks with individuals, groups, communities and agencies
- Liaise with Ministry of Health, WHO, other Health Partners and other related agencies on matters relating to disease control and surveillance

- Liaise appropriately with the GHS Management, ensuring open and effective communication is maintained.
- Be a visible and approachable resource for staff for matters relating to disease control and surveillance

Personal & People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of disease control and surveillance.
- Monitor own performance against agreed objectives.
- Undertake training, coaching and performance appraisals for staff in the Department.

Management

- Provide effective leadership in the Department.
- Coordinate activities within the Department.
- Ensure effective use of resources in the Department.
- Promote a positive image of the GHS.
- Devise improved job methods for increasing efficiency
- Ensure that complete, accurate and up to date records are maintained in the Department in accordance with the GHS Guidelines for record keeping and management
- Plan departmental workload and manage the Department to accomplish work on schedule
- Prepare and implement departmental budget according to organizational policies and guidelines.

Research

- Co-ordinate and implement R & D programmes.
- Apply relevant evidence-based research findings.

Health and Safety Responsibilities

- Take care of own safety and ensure the safety of other staff in the department.
- Promote adherence to existing health and safety policies and procedures of the GHS/MOH.
- Promote maintenance of safe systems and safe workplace.

Quality Assurance

- Promote adherence to the GHS quality assurance policy and guidelines.
- Act as a role model in quality improvement.
- Keep up-to-date with quality developments relevant to area of work and related services.
- Continuously monitor activities against quality standards, anticipating factors that may reduce quality and taking effective action to address them.

Further Information

- The post holder must at all times:
 - o Work in accordance with the GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient's Charter.
 - o Participate in National Health Programmes

- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification

Deputy Director, Disease Control and surveillance (Public Health)

Criteria	Essential	Desirable
Educational Qualification	Senior Health Professional Postgraduate qualification in a Public Health or related field (Masters or equivalent) Evidence of leadership and continuing professional development and training in Health management	Member of relevant Professional Body MBCHB
Knowledge & Experience	A minimum of five (5) years working experience in management at senior level. A minimum of Five (5) years public health practice Project management Budget management A broad knowledge base and experience of GHS policies and operating procedures. Knowledge and experience of quality assurance. Knowledge in epidemiology and statistics Knowledge and experience in coordinating and implementing Research and development programmes. Experience in service development.	Experience of multi-agency networking.
Skills & Abilities	Excellent writing and verbal communication skills. Strategic thinker Plan, organize and supervise Ability to work, lead and manage a multi-disciplinary team Ability to make effective and persuasive speeches and presentations on complex and controversial topics. Ability to organise and manage workload, work under pressure to meet tight deadlines. Demonstrated ability to work on own initiative. Computer skills. Excellent problem-solving skills	

3.4 Deputy Director, Nutrition (public Health)

Job Title : Deputy Director, Nutrition (Public Health)

Grade : Deputy Director

Responsible To : Director, Public Health

Accountable To : Director General, GHS

Job Purpose

Provide leadership in the planning and organization of nutrition programs in the organization

Main Duties and Responsibilities

- Lead in the development of policies, strategies, guidelines, protocols on nutrition.
- Provide direction in the development and operations of the departments
- Direct and participate in the preparation and submission of grant proposals on nutrition to health partners
- Lead in the assessment of nutritional status
- Initiate investigations into nutritional problems of national importance
- Provide expert advice on matters relating to food and nutrition
- Lead in the development of systems for monitoring and evaluation of nutrition programs
- Ensure that effective database on nutrition programs and interventions is maintained
- Contribute to the implementation quality assurance in nutrition programs
- Contribute to the development of in-service and post-basic training programmes for nutrition staff.
- Provide technical support to regions and districts in the implementation of nutrition programs
- Contribute to policy development, analysis and review in the Ghana Health Service (GHS).
- Contribute to the promotion of healthy life style.
- Contribute to the implementation and evaluation of national health policies within the GHS.
- Contribute to the development of medium/Long term strategic plans for the GHS
- Prepare annual reports and other reports on the department.

Communication and Working Relationship

- Foster good communication and team working relationships within the organization
- Develop working partnership networks with individuals, groups, communities and agencies
- Liaise with Ministry of Health Divisions, WHO, UNICEF, other Health Partners and other related agencies on issues relating to nutrition.
- Liaise appropriately with the GHS Management, ensuring open and effective communication is maintained.
- Be a visible and approachable resource for staff for matters relating to nutrition.

Personal & People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of nutrition.
- Monitor own performance against agreed objectives.
- Undertake training, coaching and performance appraisals for staff in the department.

Management

- Provide effective leadership in the Department.
- Coordinate activities within the Department.
- Ensure effective use of resources in the Department.
- Promote a positive image of the GHS.
- Devise improved job methods for increasing efficiency
- Ensure that complete, accurate and up to date records are maintained in the Department in accordance with the GHS Guidelines for record keeping and management
- Plan departmental workload and manage the Department to accomplish work on schedule
- Prepare and implement departmental budget according to organizational policies and guidelines.

Health and Safety Responsibilities

- Take care of own safety and ensure the safety of other staff in the department.
- Promote adherence to existing health and safety policies and procedures of the GHS/MOH.
- Promote maintenance of safe systems and safe workplace.

Quality Assurance

- Promote adherence to the GHS quality assurance policy and guidelines.
- Act as a role model in quality improvement.
- Keep up-to-date with quality developments relevant to area of work and related services.
- Continuously monitor activities against quality standards, anticipating factors that may reduce quality and taking effective action to address them.

Further Information

- The post holder must at all times:
 - o Work in accordance with the GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient's Charter.
 - o Participate in National Health Programmes
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

**Person specification
Deputy Director, Nutrition (Public Health)**

Criteria	Essential	Desirable
<i>Educational Qualification</i>	Senior Health Professional Postgraduate qualification in Nutrition or Public Health or related field (Masters or equivalent) Evidence of leadership and continuing professional development and training in Health management	Member of relevant Professional Body
<i>Knowledge & Experience</i>	A minimum of five (5) years working experience in management at senior level. A minimum of Five (5) years working experience Project management Budget management A broad knowledge base and experience of GHS policies and operating procedures. Knowledge and experience of quality assurance. Knowledge and experience in coordinating and implementing Research and development programmes. Experience in service development.	Experience of multi-agency networking.
<i>Skills & Abilities</i>	Excellent written and verbal communication skills. Strategic thinker Planning, organization and supervisory skills Ability to work, lead and manage a multi-disciplinary team Ability to make effective and persuasive speeches and presentations on complex and controversial topics. Ability to organize and manage workload, work under pressure to meet tight deadlines. Demonstrated ability to work on own initiative. Computer skills. Excellent problem-solving skills	

3.5 Deputy Director, Health Promotion (Public Health)

Job Title : Deputy Director, Health Promotion (Public Health)

Grade : Deputy Director

Responsible To : Director Public Health

Accountable To : Director General, GHS

Job Purpose

Provide leadership in the planning, organization and implementation of health promotion programs in the organization

Main Duties and Responsibilities

- Lead in the development of policies, strategies, guidelines, protocols for health promotion.
- Lead in the design of information, education and communication strategies for priority health areas.
- Lead in the development of national health promotion materials
- Coordinate national health campaigns, international health days
- Provide expert advise on matters relating to health promotion
- Provide technical support to divisions, program managers, units, in the development and implementation of health promotion programs in their respective areas
- Provide technical support to regions/districts in the implementation of health promotion programs
- Provide direction in the development and operations of the departments
- Directs and participates in the preparation and submission of grant proposals on health promotion to health partners
- Lead in the development of systems for monitoring and evaluation of health promotion programs
- Contribute to the implementation quality assurance health promotion programs
- Contribute to policy development in the Ghana Health Service (GHS)..
- Ensure that effective database on Health promotion programs is maintained.
- Lead in the promotion of healthy life style.
- Contribute to the implementation and evaluation of national health policies within the GHS.
- Contribute to the development of medium/Long term strategic plans for the GHS
- Prepare annual reports and other reports on the department.
- Contribute to the development of in-service and post-basic training programmes for health promotion staff

Communication and Working Relationship

- Foster good communication and team working relationships within the organization
- Develop working partnership networks with individuals, groups, communities and agencies
- Liaise with Ministry of Health, WHO, UNICEF, other Health Partners and other related agencies on issues relating to health promotion.

- Liaise appropriately with the GHS Management, ensuring open and effective communication is maintained.
- Be a visible and approachable resource for staff for matters relating to health promotion.

Personal & People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of health promotion.
- Monitor own performance against agreed objectives.
- Undertake training, coaching and performance appraisals for staff in the department.

Management

- Provide effective leadership in the Department.
- Coordinate activities within the Department.
- Ensure effective use of resources in the Department.
- Promote a positive image of the GHS.
- Devise improved job methods for increasing efficiency
- Ensure that complete, accurate and up to date records are maintained in the Department in accordance with the GHS Guidelines for record keeping and management
- Plan departmental workload and manage the Department to accomplish work on schedule
- Prepare and implement departmental budget according to organizational policies and guidelines.

Health and Safety Responsibilities

- Take care of own safety and ensure the safety of other staff in the department.
- Promote adherence to existing health and safety policies and procedures of the GHS/MOH.
- Promote maintenance of safe systems and safe workplace.

Quality Assurance

- Promote adherence to the GHS quality assurance policy and guidelines.
- Act as a role model in quality improvement.
- Keep up-to-date with quality developments relevant to area of work and related services.
- Continuously monitor activities against quality standards, anticipating factors that may reduce quality and taking effective action to address them.

Further Information

- The post holder must at all times:
 - o Work in accordance with the GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient's Charter.
 - o Participate in National Health Programmes

- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

**Person Specification
Deputy Director, Health Promotion (Public Health)**

Criteria	Essential	Desirable
<i>Educational Qualification</i>	Senior Health Professional Postgraduate qualification in Health promotion or related field (Masters or equivalent) Evidence of leadership and continuing professional development and training in Health management	Member of relevant Professional Body
<i>Knowledge</i>	A minimum of FIVE (5) years working experience in management at senior level. A minimum of FIVE (5) years working experience Project management Budget management A broad knowledge base and experience of GHS policies and operating procedures. Knowledge and experience of quality assurance. Knowledge in coordinating and implementing Research and development programmes. Experience in service development.	Experience of multi-agency networking.
<i>Skills & Abilities</i>	Excellent writing and verbal communication skills. Strategic thinker Planning, organization and supervisory skills Ability to work, lead and manage a multi-disciplinary team Ability to make effective and persuasive speeches and presentations on complex and controversial topics. Ability to organize and manage workload, work under pressure to meet tight deadlines. Demonstrated ability to work on own initiative. Computer skills. Excellent problem-solving skills	

4.0 DIRECTOR AND DEPUTY DIRECTORS, ICD

4.1 Director, ICD

Job Title : Director, Institutional Care Division

Grade : Director

Responsible To : Director General, GHS

Accountable To : Director General, GHS

Job Purpose

Provide direction and advice in the efficient management and delivery of quality clinical care services within the Ghana Health Service.

Main Duties and Responsibilities

- Lead in the development of clinical care policies, guidelines, protocols and standards.
- Lead in the definition, type, level, and mix of clinical care services within the GHS
- Lead in the development of systems for monitoring and evaluation of clinical care services across the organisation.
- Contribute to the planning of capital development projects for health facilities.
- Ensure quality assurance programmes are in place in GHS institutions.
- Lead in the development of efficient management system within health institutions in GHS.
- Contribute to policy development, analysis and review in the Ghana Health Service (GHS).
- Contribute to the implementation and evaluation of national health policies within the GHS.
- Contribute to the development of medium/Long term strategic plans for the GHS
- Prepare annual reports and other reports on the Division.
- Contribute to the development of in-service and post-basic training programmes for clinical care.

Communication and Working Relationship

- Foster good communication and team working relationships within the organization
- Develop working partnership networks with individuals, groups, communities and agencies
- Liaise with Ministry of Health Divisions and Units, National Health Insurance Council, Statutory Bodies, Professional Associations in Health, Teaching Hospitals, other non-public clinical Services providers - private sector, Health Partners and other related agencies on clinical care matters affecting the GHS.
- Liaise appropriately with the GHS Management, ensuring open and effective communication is maintained.
- Be a visible and approachable resource for staff for matters relating to clinical care.

Personal & People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of clinical care.
- Monitor own performance against agreed objectives.
- Create an enabling environment to promote staff development.
- Arrange for continuing professional education and ensure performance appraisals for staff in the Division.

Management

- Provide effective leadership in the Division.
- Coordinate activities of all departments within the Directorate.
- Ensure effective use of resources in the Division.
- Promote a positive image of the GHS.
- Devise improved job methods for increasing efficiency
- Ensure that complete, accurate and up to date records are maintained in the Division in accordance with the GHS Guidelines for record keeping and management
- Plan divisional workload and manage the division to accomplish work on schedule
- Prepare and implement divisional budget according to organizational policies and guidelines.

Research

- Co-ordinate and implement R & D programmes.
- Apply relevant evidence-based research findings.

Health and Safety Responsibilities

- Take care of own safety and ensure the safety of other staff in the division.
- Promote adherence to existing health and safety policies and procedures of the GHS/MOH.
- Promote maintenance of safe systems and safe workplace.

Quality Assurance

- Promote adherence to the GHS quality assurance policy and guidelines.
- Act as a role model in quality improvement.
- Keep up-to-date with quality developments relevant to area of work and related services.
- Continuously monitor activities against quality standards, anticipating factors that may reduce quality and taking effective action to address them.

Further Information

- The post holder must at all times:
 - o Work in accordance with the GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient's Charter.
 - o Participate in National Health Programmes

- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification

Director, Institutional Care Division

Criteria	Essential	Desirable
Educational Qualification	Senior Health Professional Postgraduate qualification in a Health related field (Masters or equivalent). Evidence of leadership and continuing professional development and training in Health management	Member of relevant Professional Body (e.g. GPGC)
Knowledge & Experience	A minimum of FIVE (5) years working experience in management at senior level. A minimum of FIVE (5) years clinical experience in a health facility. A broad knowledge base and experience of GHS policies and operating procedures. Knowledge and experience of quality assurance. Knowledge in coordinating and implementing Research and development programmes. Experience in service development.	Experience of multi-agency networking.
Skills & Abilities	Excellent written and verbal communication skills. Ability to work, lead and manage a multi-disciplinary team. Ability to organise and manage workload, work under pressure to meet tight deadlines. Demonstrated ability to work on own initiative. Computer skills. Excellent problem-solving skills	

4.2 Deputy Director, Quality Assurance (Institutional Care Division)

Job Title : Deputy Director, Quality Assurance (ICD)

Grade : Deputy Director, Quality Assurance

Responsible To : Director, Institutional Care

Accountable To : Director General

Job Purpose

Lead in development and implementation of quality assurance programs in the organization

Main Duties and Responsibilities

- Coordinate the development of clinical care guidelines, protocols and standards
- Provide expert advice on issues relating to quality assurance
- Lead in developing training programs in QA for health staff
- Facilitate the establishment of systems for clinical effectiveness
- Contribute to the development of systems for accreditation
- Ensure quality assurance programmes are in place in GHS institutions
- Provide technical support to regions and districts in QA implementation
- Undertake monitoring/support supervision visits
- Contribute in the review of the definition, type, level, and mix of clinical care services within the GHS
- Contribute to the development of clinical care policies
- Contribute to the development of systems for monitoring and evaluation of clinical care services across the organisation.
- Participate in policy development, analysis and review in the Ghana Health Service (GHS).
- Participate in the implementation and evaluation of national health policies within the GHS.
- Contribute to the development of medium/Long term strategic plans for the GHS
- Prepare annual reports and other reports on the department.

Communication and Working Relationship

- Foster good communication and team working relationships within the organization
- Develop working partnership networks with individuals, groups, communities and agencies
- Liaise with other Divisions and Units, National Health Insurance Secretariat, Health Partners and other related agencies on quality issues affecting the GHS.
- Liaise appropriately with the GHS Management, ensuring open and effective communication is maintained.
- Be a visible and approachable resource for staff for matters relating to quality assurance.

Personal & People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of quality assurance.
- Monitor own performance against agreed objectives.
- Undertake training, coaching and performance appraisals for staff in the department.

Management

- Provide effective leadership in the Department.
- Coordinate activities within the Department.
- Ensure effective use of resources in the Department.
- Promote a positive image of the GHS.
- Devise improved job methods for increasing efficiency
- Ensure that complete, accurate and up to date records are maintained in the Department in accordance with the GHS Guidelines for record keeping and management
- Plan departmental workload and manage the Department to accomplish work on schedule
- Prepare and implement departmental budget according to organizational policies and guidelines.

Health and Safety Responsibilities

- Take care of own safety and ensure the safety of other staff in the department.
- Promote adherence to existing health and safety policies and procedures of the GHS/MOH.
- Promote maintenance of safe systems and safe workplace.

Quality Assurance

- Promote adherence to the GHS quality assurance policy and guidelines.
- Act as a role model in quality improvement.
- Keep up-to-date with quality developments relevant to area of work and related services.
- Continuously monitor activities against quality standards, anticipating factors that may reduce quality and taking effective action to address them.

Further Information

- The post holder must at all times:
 - o Work in accordance with the GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient's Charter.
 - o Participate in National Health Programmes
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

**Person Specification
Deputy Director, Quality Assurance (ICD)**

Criteria	Essential	Desirable
<i>Educational Qualification</i>	Senior Health Professional Postgraduate qualification in a Health related field (Masters or equivalent) Evidence of leadership and continuing professional development and training in Health management Training in quality assurance	
<i>Knowledge & Experience</i>	A minimum of FIVE (5) years working experience in management at senior level. A minimum of FIVE (5) years clinical experience in a health facility. A broad knowledge base and experience of GHS policies and operating procedures. Knowledge and experience of quality assurance. Knowledge in coordinating and implementing Research and development programmes. Experience in service development.	
<i>Skills & Abilities</i>	Excellent written and verbal communication skills. Ability to work, lead and manage a multi-disciplinary team. Ability to organize and manage workload, work under pressure to meet tight deadlines. Demonstrated ability to work on own initiative. Computer skills. Excellent problem-solving skills	

4.3 Deputy Director, Monitoring and Evaluation (ICD)

Job Title : Deputy Director, Monitoring and Evaluation (ICD)

Grade : Deputy Director

Responsible To : Director , ICD /GHS

Accountable To : Director General, GHS

Job Purpose

Provide direction and advice in the monitoring of clinical care services.

Main Duties and Responsibilities

- Lead in the development of policies, guidelines, protocols and standards for monitoring of clinical care services.
- Participate in the review of the definition, type, level, and mix of clinical care services within the GHS
- Coordinate the development of systems for monitoring and evaluation of clinical care services.
- Facilitate the dissemination of clinical care information .
- Participate in policy development, analysis and review in the Ghana Health Service (GHS).
- Contribute to the monitoring and evaluation of national health policies within the GHS.
- Participate in the development of medium/Long term strategic plans for the GHS
- Prepare annual reports and other reports on the department.

Communication and Working Relationship

- Foster good communication and team working relationships within the organization
- Develop working partnership networks with individuals, groups, communities and agencies
- Liaise with Ministry of Health Divisions and Units, National Health Insurance Council, Statutory Bodies, Professional Associations in Health, Teaching Hospitals, other non-public clinical Services providers - private sector, Health Partners and other related agencies on clinical care matters affecting the GHS.
- Liaise appropriately with the GHS Management, ensuring open and effective communication is maintained.
- Be a visible and approachable resource for staff for matters relating to monitoring and evaluation.

Personal & People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of monitoring and evaluation.
- Monitor own performance against agreed objectives.
- Undertake training, coaching and performance appraisals for staff in the department.

Management

- Provide effective leadership in the Department.
- Coordinate activities within the Department.
- Ensure effective use of resources in the Department.
- Promote a positive image of the GHS.
- Devise improved job methods for increasing efficiency
- Ensure that complete, accurate and up to date records are maintained in the Department in accordance with the GHS Guidelines for record keeping and management
- Plan departmental workload and manage the Department to accomplish work on schedule
- Prepare and implement departmental budget according to organizational policies and guidelines.

Health and Safety Responsibilities

- Take care of own safety and ensure the safety of other staff in the department.
- Promote adherence to existing health and safety policies and procedures of the GHS/MOH.
- Promote maintenance of safe systems and safe workplace.

Quality Assurance

- Promote adherence to the GHS quality assurance policy and guidelines.
- Act as a role model in quality improvement.
- Keep up-to-date with quality developments relevant to area of work and related services.
- Continuously monitor activities against quality standards, anticipating factors that may reduce quality and taking effective action to address them.

Further Information

- The post holder must at all times:
 - o Work in accordance with the GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient's Charter.
 - o Participate in National Health Programmes
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification

Deputy Director, Monitoring and Evaluation (ICD)

Criteria	Essential	Desirable
Educational Qualification	Senior Health Professional Postgraduate qualification in a Health related field (Masters or equivalent) Evidence of leadership and continuing professional development and training in Health management	Member of relevant Professional Body
Knowledge & Experience	A minimum of FIVE (5) years working experience in management at senior level.	Experience of multi-agency networking.

	<p>A minimum of FIVE (5) years clinical experience. Experience in monitoring of services A broad knowledge base and experience of GHS policies and operating procedures. Knowledge and experience of quality assurance. Knowledge in coordinating and implementing Research and development programmes. Experience in service development.</p>	
Skills & Abilities	<p>Excellent written and verbal communication skills. Ability to work, lead and manage a multi-disciplinary team. Ability to organize and manage workload, work under pressure to meet tight deadlines. Demonstrated ability to work on own initiative. Computer skills. Excellent problem-solving skills</p>	

4.4 Deputy Director, Mental Health (ICD)

Job Title : Deputy Director, Mental Health (ICD)

Grade : Deputy Director

Responsible To : Director , ICD /GHS

Accountable To : Director , General, GHS

Job Purpose

Provide direction and advice in the monitoring of clinical care services.

Main Duties and Responsibilities

- Lead in the development of policies, guidelines, protocols and standards for mental health services.
- Participate in the review of the definition, type, level, and mix of clinical care services within the GHS
- Coordinate the development of systems for monitoring and evaluation of mental health services.
- Ensure quality assurance programs are in place in mental health institutions
- Contribute to the development of training programs and training for mental health practitioners.
- Participate in policy development, analysis and review in the Ghana Health Service (GHS).
- Lead in mental health service development
- Collaborate with mental health institutions to ensure quality service delivery
- Participate in the development of medium/Long term strategic plans for the GHS
- Prepare annual reports and other reports on the Department.
- Provide mental health services

Communication and Working Relationship

- Foster good communication and team working relationships within the organization
- Develop working partnership networks with individuals, groups, communities and agencies
- Liaise with Ministry of Health Divisions and Units, National Health Insurance Council, Statutory Bodies, Professional Associations in Health, Teaching Hospitals, other non-public clinical Services providers - private sector, Health Partners and other related agencies on matters relating to mental health services
- Liaise appropriately with the GHS Management, ensuring open and effective communication is maintained.
- Be a visible and approachable resource for staff for matters relating to mental health services.

Personal & People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of mental health services.
- Monitor own performance against agreed objectives.

- Undertake training, coaching and performance appraisals for staff in the department.

Management

- Provide effective leadership in the Department.
- Coordinate activities within the Department.
- Ensure effective use of resources in the Department.
- Promote a positive image of the GHS.
- Devise improved job methods for increasing efficiency
- Ensure that complete, accurate and up to date records are maintained in the Department in accordance with the GHS Guidelines for record keeping and management
- Plan departmental workload and manage the Department to accomplish work on schedule
- Prepare and implement departmental budget according to organizational policies and guidelines.

Health and Safety Responsibilities

- Take care of own safety and ensure the safety of other staff in the department.
- Promote adherence to existing health and safety policies and procedures of the GHS/MOH.
- Promote maintenance of safe systems and safe workplace.

Quality Assurance

- Promote adherence to the GHS quality assurance policy and guidelines.
- Act as a role model in quality improvement.
- Keep up-to-date with quality developments relevant to area of work and related services.
- Continuously monitor activities against quality standards, anticipating factors that may reduce quality and taking effective action to address them.

Further Information

- The post holder must at all times:
 - o Work in accordance with the GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient's Charter.
 - o Participate in National Health Programmes
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

**Person Specification
Deputy Director, Mental Health (ICD)**

Criteria	Essential	Desirable
<i>Educational Qualification</i>	Senior Health Professional Postgraduate qualification in mental health or a Health related field (Masters or equivalent). Evidence of leadership and continuing professional development and training in Health management	Member of relevant Professional Body
<i>Knowledge & Experience</i>	A minimum of Five (5) years working experience in management at senior level. A minimum of FIVE (5) years clinical experience in mental health. A broad knowledge base and experience of GHS policies and operating procedures. Knowledge and experience of quality assurance. Knowledge in coordinating and implementing Research and development programmes. Experience in service development.	Experience of multi-agency networking.
<i>Skills & Abilities</i>	Excellent written and verbal communication skills. Ability to work, lead and manage a multi-disciplinary team. Ability to organize and manage workload, work under pressure to meet tight deadlines. Demonstrated ability to work on own initiative. Computer skills. Excellent problem-solving skills	

4.5 Deputy Director, Clinical Services (ICD)

Job Title : Deputy Director, Clinical Services (ICD)

Grade : Deputy Director

Responsible To : Director, ICD /GHS

Accountable To : Director General, GHS

Job Purpose

Main Duties and Responsibilities

- Coordinate clinical care programs and services
- Ensure development of clinical proficiency in clinical services
- Collaborate with HRDD to assess training needs and develop in-service training programs for clinical services
- Collaborate with Clinical Engineering unit to assess equipment needs of health facilities
- Participate in the review of the definition, type, level, and mix of clinical care services within the GHS
- Facilitate the dissemination of clinical care information
- Participate in policy development, analysis and review in the Ghana Health Service (GHS).
- Contribute to the monitoring and evaluation of national health policies within the GHS.
- Participate in the development of medium/Long term strategic plans for the GHS
- Prepare annual reports and other reports on the Department.

Communication and Working Relationship

- Foster good communication and team working relationships within the organization
- Develop working partnership networks with individuals, groups, communities and agencies
- Liaise with Ministry of Health Divisions and Units, Statutory Bodies, Professional Associations in Health, Teaching Hospitals, other non-public clinical Services providers - private sector, Health Partners and other related agencies on clinical care matters affecting the GHS.
- Liaise appropriately with the GHS Management, ensuring open and effective communication is maintained.
- Be a visible and approachable resource for staff for matters relating to clinical care.

Personal & People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of clinical care.
- Monitor own performance against agreed objectives.
- Undertake training, coaching and performance appraisals for staff in the department.

Management

- Provide effective leadership in the Department.
- Coordinate activities within the Department.
- Ensure effective use of resources in the Department.
- Promote a positive image of the GHS.
- Devise improved job methods for increasing efficiency
- Ensure that complete, accurate and up to date records are maintained in the Department in accordance with the GHS Guidelines for record keeping and management
- Plan departmental workload and manage the Department to accomplish work on schedule
- Prepare and implement departmental budget according to organizational policies and guidelines.

Health and Safety Responsibilities

- Take care of own safety and ensure the safety of other staff in the department.
- Promote adherence to existing health and safety policies and procedures of the GHS/MOH.
- Promote maintenance of safe systems and safe workplace.

Quality Assurance

- Promote adherence to the GHS quality assurance policy and guidelines.
- Act as a role model in quality improvement.
- Keep up-to-date with quality developments relevant to area of work and related services.
- Continuously monitor activities against quality standards, anticipating factors that may reduce quality and taking effective action to address them.

Further Information

- The post holder must at all times:
 - o Work in accordance with the GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient's Charter.
 - o Participate in National Health Programmes
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification Deputy Director, Institutional Care Division

Criteria	Essential	Desirable
Educational Qualification	Senior Health Professional Postgraduate qualification in a Health related field (Masters or equivalent). Evidence of leadership and continuing professional development and training in Health management	Member of relevant Professional Body
Knowledge & Experience	A minimum of Five (5) years working experience in management at senior level.	Experience of multi-agency

	<p>A minimum of FIVE (5) years clinical experience. Experience in program management A broad knowledge base and experience of GHS policies and operating procedures. Knowledge and experience of quality assurance. Knowledge in coordinating and implementing Research and development programmes. Experience in service development.</p>	networking.
Skills & Abilities	<p>Excellent written and verbal communication skills. Ability to work, lead and manage a multi-disciplinary team. Ability to organize and manage workload, work under pressure to meet tight deadlines. Demonstrated ability to work on own initiative. Computer skills. Excellent problem-solving skills</p>	

5.0 DIRECTOR, DEPUTY DIRECTORS, HASS

5.1 Director, Health Administration and Support Services (HASS)

Job Title : Director, Health Administration and Support Services (HASS)

Grade : Director

Responsible To : Director General, GHS

Accountable To : Director General, GHS

Job Purpose

Provide direction and advice in the efficient management of General Administration and Support Services (Transport, Clinical Engineering, and Estates) within the Ghana Health Service.

Main Duties and Responsibilities

- Lead in the needs assessment of clinical equipments, transport and estate.
- Ensure prompt installation and maintenance of medical equipments, and plants.
- Ensure planned preventive maintenance of health estates.
- Plan for capital development projects.
- Supervise the construction and rehabilitation of health facilities.
- Lead in the development and dissemination of procedures and guidelines in general administration, transport, estate and clinical engineering.
- Coordinate request for medical boards from MDA for compensation, medical evacuation, and retirement on health grounds etc.
- Facilitate the development and maintenance of a central database on health infrastructure, transport and medical equipment.
- Contribute to the disposal of obsolete equipment, plants and transport.
- Contribute to policy development, analysis and review in the Ghana Health Service (GHS).
- Lead in the development of systems for monitoring and evaluation of transport management, general administration practices, and health projects across the organisation.
- Contribute to the implementation and evaluation of national health policies within the GHS.
- Contribute to the development of medium/Long term strategic plans for the GHS
- Prepare annual reports and other reports on the Division.

Communication and Working Relationship

- Foster good communication and team working relationships within the organization
- Develop working partnership networks with individuals, groups, communities and agencies
- Liaise with Public Procurement Board, World Bank, MFEP, Health Partners and other related agencies on matters relating to health administration and support services.

- Liaise with the Attorney General's Department on medico-legal matters.
- Liaise appropriately with the GHS Management, ensuring open and effective communication is maintained.
- Be a visible and approachable resource for staff for matters relating to health administration and support services.

Personal & People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of health administration and support services.
- Monitor own performance against agreed objectives.
- Create an enabling environment to promote staff development.
- Arrange for continuing professional education and ensure performance appraisals for staff in the Division.

Management

- Provide effective leadership in the Division.
- Coordinate activities of all departments within the Directorate.
- Ensure effective use of resources in the Division.
- Promote a positive image of the GHS.
- Devise improved job methods for increasing efficiency
- Ensure that complete, accurate and up to date records are maintained in the Division in accordance with the GHS Guidelines for record keeping and management
- Plan divisional workload and manage the division to accomplish work on schedule
- Prepare and implement divisional budget according to organizational policies and guidelines.

Research

- Co-ordinate and implement R & D programmes.
- Apply relevant evidence-based research findings.

Health and Safety Responsibilities

- Take care of own safety and ensure the safety of other staff in the division.
- Promote adherence to existing health and safety policies and procedures of the GHS/MOH.
- Promote maintenance of safe systems and safe workplace.

Quality Assurance

- Promote adherence to the GHS quality assurance policy and guidelines.
- Act as a role model in quality improvement.
- Keep up-to-date with quality developments relevant to area of work and related services.
- Continuously monitor activities against quality standards, anticipating factors that may reduce quality and taking effective action to address them.

Further Information

- The post holder must at all times:
 - o Work in accordance with the GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient's Charter.
 - o Participate in National Health Programmes

- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification

Director, Health Administration and Support Services (HASS)

Criteria	Essential	Desirable
Educational Qualification	Senior Health Professional Postgraduate qualification in Health Management, Planning and Policy or related field (Masters or equivalent) Evidence of leadership and continuing professional development and training in Health management	Member of relevant Professional Body (e.g. MGIM).
Knowledge & Experience	A minimum of FIVE (5) years working experience in management at senior level. A broad knowledge base and experience of GHS policies and operating procedures. A broad knowledge base and experience of GHS administrative practices and procedures A broad knowledge base and experience of contract administration Knowledge and experience of quality assurance. Knowledge in coordinating and implementing Research and development programmes. Experience in Project financing, planning and appraisal	Experience of multi-agency networking.
Skills & Abilities	Excellent written and verbal communication skills. Ability to work, lead and manage a multi-disciplinary team. Ability to organize and manage workload, work under pressure to meet tight deadlines. Demonstrated ability to work on own initiative. Computer skills. Excellent problem-solving skills	

5.2 Deputy Director, General Administration (HASS)

Job Title	:	Deputy Director, General Administration Unit
Grade	:	Deputy Director
Responsible To	:	Director, Health Administration & Support Services (HASS), GHS
Accountable To	:	Director General, GHS

Job Purpose

Provide direction and advice in the efficient management of general administration services within the Ghana Health Service.

Main Duties and Responsibilities

- Lead in the needs assessment of lapses in general administration within the GHS.
- Ensure the provision of efficient security services within the organisation.
- Lead in the development and dissemination of procedures and guidelines in general administration practices and procedures,
- Coordinate request for medical boards from MDAs for compensation, medical evacuation, and retirement on health grounds etc.
- Contribute to the disposal of office equipment.
- Contribute to policy development, analysis and review in the Ghana Health Service (GHS).
- Lead in the development of systems for monitoring and evaluation of general administration practices across the organisation.
- Contribute to the implementation and evaluation of national health policies within the GHS.
- Contribute to the development of medium/Long term strategic plans for the GHS
- Prepare annual reports and other reports on the Department.

Communication and Working Relationship

- Foster good communication and team working relationships within the organization
- Develop working partnership networks with individuals, groups, communities and agencies
- Liaise with MDAs, and related agencies on matters affecting the GHS with respect to request for medical boards for compensation, medical evacuation, retirement on health grounds etc.
- Liaise with the Attorney General's Department on medico-legal matters.
- Liaise appropriately with the GHS Management, ensuring open and effective communication is maintained.

Personal & People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of health administration and support services.

- Monitor own performance against agreed objectives.
- Undertake training, coaching and performance appraisals for staff in the department.

Management

- Provide effective leadership in the Department.
- Coordinate activities within the Department.
- Ensure effective use of resources in the Department.
- Promote a positive image of the GHS.
- Devise improved job methods for increasing efficiency
- Ensure that complete, accurate and up to date records are maintained in the Department in accordance with the GHS Guidelines for record keeping and management
- Plan departmental workload and manage the Department to accomplish work on schedule
- Prepare and implement departmental budget according to organizational policies and guidelines.

Health and Safety Responsibilities

- Take care of own safety and ensure the safety of other staff in the department.
- Promote adherence to existing health and safety policies and procedures of the GHS/MOH.
- Promote maintenance of safe systems and safe workplace.

Quality Assurance

- Promote adherence to the GHS quality assurance policy and guidelines.
- Act as a role model in quality improvement.
- Keep up-to-date with quality developments relevant to area of work and related services.
- Continuously monitor activities against quality standards, anticipating factors that may reduce quality and taking effective action to address them.

Further Information

- The post holder must at all times:
 - o Work in accordance with the GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient's Charter.
 - o Participate in National Health Programmes
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

**Person specification
Deputy Director, General Administration (HASS)**

Criteria	Essential	Desirable
<i>Educational Qualification</i>	Senior Health Professional Postgraduate qualification in Health Management, Planning and Policy or related field (Masters or equivalent) Evidence of leadership and continuing professional development and training in Health management	Member of relevant Professional Body (e.g. MGIM).
<i>Knowledge & Experience</i>	A minimum of five (5) years working experience in management at senior level. A broad knowledge base and experience of GHS policies and operating procedures. Knowledge and experience of quality assurance. Knowledge in coordinating and implementing Research and development programmes. Experience in Project financing, planning and appraisal	Experience of multi-agency networking.
<i>Skills & Abilities</i>	Excellent written and verbal communication skills. Ability to work, lead and manage a multi-disciplinary team. Ability to organize and manage workload, work under pressure to meet tight deadlines. Demonstrated ability to work on own initiative. Computer skills. Excellent problem-solving skills	

5.3 Deputy Director, Transport Management (HASS)

Job Title : Deputy Director, Transport Management (HASS)

Grade : Deputy Director

Responsible To : Director, (HASS), GHS

Accountable To : Director General, GHS

Job Purpose

Provide direction and advice in the efficient management of transport services within the Ghana Health Service.

Main Duties and Responsibilities

- Lead in the needs assessment of lapses in transport management within the GHS.
- Ensure the provision of efficient transport services within the organisation.
- Lead in the development and dissemination of procedures and guidelines in transport management,
- Contribute to the disposal of unserviceable vehicles, motorbikes etc.
- Contribute to transport policy development, analysis and review in the Ghana Health Service (GHS).
- Lead in the development of systems for monitoring and evaluation of transport services across the organisation.
- Contribute to the implementation and evaluation of national health policies within the GHS.
- Contribute to the development of medium/Long term strategic plans for the GHS
- Prepare annual reports and other reports on the Department.

Communication and Working Relationship

- Foster good communication and team working relationships within the organization
- Develop working partnership networks with individuals, groups, communities and agencies
- Liaise with MDAs, and related agencies on matters affecting the GHS with respect to transport services
- Liaise appropriately with the GHS Management, ensuring open and effective communication is maintained.
- Be a visible and approachable resource for staff for matters relating to transport services

Personal & People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of transport services.
- Monitor own performance against agreed objectives.
- Contribute to training, coaching and performance appraisals for staff in the department.

Management

- Provide effective leadership in the Department.
- Coordinate activities within the Department.
- Ensure effective use of resources in the Department.
- Promote a positive image of the GHS.
- Devise improved job methods for increasing efficiency
- Ensure that complete, accurate and up to date records are maintained in the Department in accordance with the GHS Guidelines for record keeping and management
- Plan departmental workload and manage the Department to accomplish work on schedule
- Prepare and implement departmental budget according to organizational policies and guidelines.

Health and Safety Responsibilities

- Take care of own safety and ensure the safety of other staff in the department.
- Promote adherence to existing health and safety policies and procedures of the GHS/MOH.
- Promote maintenance of safe systems and safe workplace.

Quality Assurance

- Promote adherence to the GHS quality assurance policy and guidelines.
- Act as a role model in quality improvement.
- Keep up-to-date with quality developments relevant to area of work and related services.
- Continuously monitor activities against quality standards, anticipating factors that may reduce quality and taking effective action to address them.

Further Information

- The post holder must at all times:
 - o Work in accordance with the GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient's Charter.
 - o Participate in National Health Programmes
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

**Person Specification
Deputy Director, Transport Management (HASS)**

Criteria	Essential	Desirable
<i>Educational Qualification</i>	Senior Health Professional Postgraduate qualification in Health Management, Transport / Logistics Management or related field (Masters or equivalent) Evidence of leadership and continuing professional development and training in Health management	Member of relevant Professional Body (e.g. CILT).
<i>Knowledge & Experience</i>	A minimum of FIVE (5) years working experience in management at senior level. A broad knowledge base and experience of GHS policies and operating procedures. Knowledge and experience of quality assurance. Knowledge in coordinating and implementing Research and development programmes. Experience in Project financing, planning and appraisal	Experience of multi-agency networking.
<i>Skills & Abilities</i>	Excellent writing and verbal communication skills. Ability to work, lead and manage a multi-disciplinary team. Ability to organise workload, work under pressure to meet tight deadlines. Demonstrated ability to work on own initiative. Computer skills. Excellent problem-solving skills	

5.4 Deputy Director, Estate Management

Job Title : Deputy Director, Estate Management (HASS)

Grade : Deputy Director

Responsible To : Director, (HASS), GHS

Accountable To : Director General, GHS

Job Purpose

Provide direction and advice in the efficient management of estates within the Ghana Health Service.

Main Duties and Responsibilities

- Lead in the needs assessment and lapses in estates management within the GHS.
- Ensure the provision of efficient estates within the organisation.
- Lead in the development and dissemination of procedures and guidelines in estate management,
- Contribute to the disposal of obsolete plant etc.
- Contribute to policy development, analysis and review of estates / capital projects in the Ghana Health Service (GHS).
- Lead in the development of systems for monitoring and evaluation of estate management across the organisation.
- Contribute to the implementation and evaluation of national health policies within the GHS.
- Contribute to the development of medium/Long term strategic plans for the GHS
- Collate Capital Plans / Budgets for the organization; prepare annual reports and other reports on the Department.

Communication and Working Relationship

- Foster good communication and team working relationships within the organization
- Develop working partnership networks with individuals, groups, communities and agencies
- Liaise with MDAs, and related agencies on matters affecting the GHS with respect to estate management
- Liaise appropriately with the GHS Management, ensuring open and effective communication is maintained.
- Be a visible and approachable resource for staff for matters relating to estate services

Personal & People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of estate services.
- Monitor own performance against agreed objectives.
- Undertake training, coaching and performance appraisals for staff in the Department.

Management

- Provide effective leadership in the Department.
- Coordinate activities within the Department.
- Ensure effective use of resources in the Department.
- Promote a positive image of the GHS.
- Devise improved job methods for increasing efficiency
- Ensure that complete, accurate and up to date records are maintained in the Department in accordance with the GHS Guidelines for record keeping and management
- Plan departmental workload and manage the Department to accomplish work on schedule
- Prepare and implement departmental budget according to organizational policies and guidelines.

Health and Safety Responsibilities

- Take care of own safety and ensure the safety of other staff in the department.
- Promote adherence to existing health and safety policies and procedures of the GHS/MOH.
- Promote maintenance of safe systems and safe workplace.

Quality Assurance

- Promote adherence to the GHS quality assurance policy and guidelines.
- Act as a role model in quality improvement.
- Keep up-to-date with quality developments relevant to area of work and related services.
- Continuously monitor activities against quality standards, anticipating factors that may reduce quality and taking effective action to address them.

Further Information

- The post holder must at all times:
 - o Work in accordance with the GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient's Charter.
 - o Participate in National Health Programmes
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

**Person Specification
Deputy Director, Estate Management (HASS)**

Criteria	Essential	Desirable
<i>Educational Qualification</i>	Senior Health Professional Postgraduate qualification in Health Management, Estate / Project Management or related field (Masters or equivalent) Evidence of leadership and continuing professional development and training in Health management	Member of relevant Professional Body (e.g. members of Chartered Institute of Project Management)
<i>Knowledge & Experience</i>	A minimum of FIVE (5) years working experience in management at senior level. A broad knowledge base and experience of GHS policies and operating procedures. Knowledge and experience of quality assurance. Knowledge in coordinating and implementing Research and development programmes. Experience in Project financing, planning and appraisal	Experience of multi-agency networking.
<i>Skills & Abilities</i>	Excellent writing and verbal communication skills. Ability to work, lead and manage a multi-disciplinary team. Ability to organize and manage workload, work under pressure to meet tight deadlines. Demonstrated ability to work on own initiative. Computer skills. Excellent problem-solving skills	

5.5 Deputy Director, Clinical Engineering (HASS)

Job Title : Deputy Director, Clinical Engineering (HASS)

Grade : Deputy Director

Responsible To : Director, (HASS), GHS

Accountable To : Director General, GHS

Job Purpose

Provide direction and advice in the efficient management of clinical / biomedical equipment within the Ghana Health Service.

Main Duties and Responsibilities

- Lead in the needs assessment and lapses in clinical engineering services within the GHS.
- Ensure the provision of efficient clinical / biomedical engineering services within the organisation.
- Lead in the development and dissemination of procedures and guidelines on clinical / biomedical engineering services,
- Contribute to the disposal of obsolete biomedical equipment etc.
- Contribute to policy development, analysis and review in respect of clinical / biomedical engineering services in the Ghana Health Service (GHS).
- Lead in the development of systems for monitoring and evaluation of clinical engineering services across the organisation.
- Contribute to the implementation and evaluation of national health policies within the GHS.
- Contribute to the development of medium/Long term strategic plans for the GHS
- Collate Capital Plans / Budgets on clinical / biomedical engineering services for the organization; prepare annual reports and other reports on the Department.

Communication and Working Relationship

- Foster good communication and team working relationships within the organization
- Develop working partnership networks with individuals, groups, communities and agencies
- Liaise with MDAs, and related agencies on matters affecting the GHS with respect to biomedical / clinical engineering services
- Liaise appropriately with the GHS Management, ensuring open and effective communication is maintained.
- Be a visible and approachable resource for staff for matters relating to biomedical / clinical engineering services

Personal & People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of biomedical / clinical engineering services.
- Monitor own performance against agreed objectives.

- Undertake training, coaching and performance appraisals for staff in the Department.

Management

- Provide effective leadership in the Department.
- Coordinate activities within the Department.
- Ensure effective use of resources in the Department.
- Promote a positive image of the GHS.
- Devise improved job methods for increasing efficiency
- Ensure that complete, accurate and up to date records are maintained in the Department in accordance with the GHS Guidelines for record keeping and management
- Plan departmental workload and manage the Department to accomplish work on schedule
- Prepare and implement departmental budget according to organizational policies and guidelines.

Health and Safety Responsibilities

- Take care of own safety and ensure the safety of other staff in the department.
- Promote adherence to existing health and safety policies and procedures of the GHS/MOH.
- Promote maintenance of safe systems and safe workplace.

Quality Assurance

- Promote adherence to the GHS quality assurance policy and guidelines.
- Act as a role model in quality improvement.
- Keep up-to-date with quality developments relevant to area of work and related services.
- Continuously monitor activities against quality standards, anticipating factors that may reduce quality and taking effective action to address them.

Further Information

- The post holder must at all times:
 - o Work in accordance with the GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient's Charter.
 - o Participate in National Health Programmes
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

**Person Specification
Deputy Director, Clinical Engineering (HASS)**

Criteria	Essential	Desirable
<i>Educational Qualification</i>	Senior Health Professional Postgraduate qualification in Clinical / Biomedical Engineering or related field (Masters or equivalent) Evidence of leadership and continuing professional development and training in Health management	Member of relevant Professional Body
<i>Knowledge & Experience</i>	A minimum of FIVE (5) years working experience in management at senior level. A broad knowledge base and experience of GHS policies and operating procedures. Knowledge and experience of quality assurance. Knowledge in coordinating and implementing Research and development programmes. Experience in Project financing, planning and appraisal	Experience of multi-agency networking.
<i>Skills & Abilities</i>	Excellent writing and verbal communication skills. Ability to work, lead and manage a multi-disciplinary team. Ability to organise workload, work under pressure to meet tight deadlines. Demonstrated ability to work on own initiative. Computer skills. Excellent problem-solving skills	

6.0 DIRECTOR AND DEPUTY DIRECTORS, SUPPLIES, STORES, AND DRUG MANAGEMENT

6.1 Director, Supplies, Stores, and Drug Management

Job Title : Director, Supplies, Stores, and Drug Management

Grade : Director

Responsible To : Director General, GHS

Accountable To : Director General, GHS

Job Purpose

Provide direction and advice in the timely procurement, storage and distribution of drug, equipment and other medical consumables within the Ghana Health Service.

Main Duties and Responsibilities

- Lead in the planning, procurement and distribution of drugs, equipment, and medical supplies.
- Ensure the safe custody of drugs, equipment, and medical supplies.
- Lead in the development and maintenance of effective distribution systems
- Ensure the prompt clearance of goods procured off-shore.
- Lead in the development and dissemination of guidelines for procurement planning and distribution.
- Contribute to policy development, analysis and review in the Ghana Health Service (GHS).
- Lead in the development of systems for monitoring and evaluation of procurement practices across the organisation
- Facilitate the development and maintenance of a central database on all supplies.
- Contribute to the implementation and evaluation of national health policies within the GHS.
- Contribute to the development of medium/Long term plans of the GHS
- Prepare annual reports and other reports on Procurement and Store required by the Director-General.
- Provide direction and guidelines in the disposal of obsolete equipment and expired commodities.

Communication and Working Relationship

- Foster good communication and team working relationships within the organization
- Develop working partnership networks with individuals, groups, communities and agencies
- Liaise with Public Procurement Board, World Bank, MFEP, Health Partners and other related agencies on procurement matters affecting the GHS.
- Liaise appropriately with the GHS Management, ensuring open and effective communication is maintained.
- Be a visible and approachable resource for staff for matters relating to Procurement and Stores.

Personal & People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of supplies, stores and drug management.
- Monitor own performance against agreed objectives.
- Create an enabling environment to promote staff development.
- Arrange for continuing professional education and ensure performance appraisals for staff in the Division.

Management

- Provide effective leadership in the Division.
- Coordinate activities of all departments within the Directorate.
- Ensure effective use of resources in the Division.
- Promote a positive image of the GHS.
- Devise improved job methods for increasing efficiency
- Ensure that complete, accurate and up to date records are maintained in the Division in accordance with the GHS Guidelines for record keeping and management
- Plan divisional workload and manage the division to accomplish work on schedule
- Prepare and implement divisional budget according to organizational policies and guidelines.

Research

- Co-ordinate and implement R & D programmes.
- Apply relevant evidence-based research findings.

Health and Safety Responsibilities

- Take care of own safety and ensure the safety of other staff in the division.
- Promote adherence to existing health and safety policies and procedures of the GHS/MOH.
- Promote maintenance of safe systems and safe workplace.

Quality Assurance

- Promote adherence to the GHS quality assurance policy and guidelines.
- Act as a role model in quality improvement.
- Keep up-to-date with quality developments relevant to area of work and related services.
- Continuously monitor activities against quality standards, anticipating factors that may reduce quality and taking effective action to address them.

Further Information

- The post holder must at all times:
 - o Work in accordance with the GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient's Charter.
 - o Participate in National Health Programmes

- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification
Director, Supplies, Stores, and Drug Management

Criteria	Essential	Desirable
<i>Educational Qualification</i>	Senior Health Professional Postgraduate qualification in Procurement and Logistic Management or related field (Masters or equivalent) Evidence of leadership and continuing professional development and training in Health management	Member of relevant Professional Body (e.g. MCIPS).
<i>Knowledge & Experience</i>	A minimum of FIVE (5) years working experience in management at senior level. A broad knowledge base and experience of GHS policies and operating procedures. Knowledge and experience of quality assurance. Knowledge in coordinating and implementing Research and development programmes. Experience of service development	Experience of multi-agency networking.
<i>Skills & Abilities</i>	Excellent written and verbal communication skills. Ability to work, lead and manage a multi-disciplinary team. Ability to organise and manage workload, work under pressure to meet tight deadlines. Demonstrated ability to work on own initiative. Computer skills. Excellent problem-solving skills	

6.2 Deputy Director, Procurement

Job Title	:	Deputy Director, Procurement (SSDM)
Grade	:	Deputy Director
Responsible To	:	Director Supplies, Stores and Drug Management
Accountable To	:	Director General, GHS

Job Purpose

Develop long, medium and short and annual procurement plans consistent with the national GHS strategic plans of action.

The post holder will serve as the liaison officer with both government and International procurement agencies for the purposes of procuring drugs, equipment and other medical consumables for the Ghana Health Service consistent with National and International procurement laws.

Main Duties and Responsibilities

- Ensure that the correct items are purchased at the right time in the optimal quantities and at minimum costs.
- Ensure up-to-date information on sources of procurement items for efficient and economical purchases.
- Ensure an increasing participation, especially the small scale enterprises in the division's procurement activities, regularly monitor and evaluate their performance with a view to setting targets for, and achieving savings in the procurement work in the Ghana health service.
- Ensure that preliminary forecasts of drugs, equipment and other supplies required in the GHS are regularly undertaken.
- Develop policies, systems and procedures required for procurement activities.
- Contribute to development of a national vocabulary of procurement and supplies items, standardization of items and procedures. policy development,
- Ensure that items purchased have been properly specified, prices compared, and properly indented and that the process for tendering is well managed.
- Ensure that all procurement personnel in the GHS update their knowledge on new health products and techniques in procurement and thereby constantly improve their work performance.
- Prepare and submit the departments, plans and budget. Contribute to the implementation and evaluation of national health policies within the GHS.
- Regularly monitor and evaluate the performance of supplies.

Communication and Working Relationship

- Foster good communication and team working relationships within the organization
- Develop working partnership networks with individuals, groups, communities and agencies
- Liaise with Public Procurement Board, World Bank, MFEP, Health Partners and other related agencies on procurement matters affecting the GHS.

- Liaise appropriately with the GHS Management, ensuring open and effective communication is maintained.
- Be a visible and approachable resource for staff for matters relating to procurement services.

Personal & People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of procurement services.
- Monitor own performance against agreed objectives.
- Undertake training, coaching and performance appraisals for staff in the Department.

Management

- Provide effective leadership in the Department.
- Coordinate activities within the Department.
- Ensure effective use of resources in the Department.
- Promote a positive image of the GHS.
- Devise improved job methods for increasing efficiency
- Ensure that complete, accurate and up to date records are maintained in the Department in accordance with the GHS Guidelines for record keeping and management
- Plan departmental workload and manage the Department to accomplish work on schedule
- Prepare and implement departmental budget according to organizational policies and guidelines.

Health and Safety Responsibilities

- Take care of own safety and ensure the safety of other staff in the department.
- Promote adherence to existing health and safety policies and procedures of the GHS/MOH.
- Promote maintenance of safe systems and safe workplace.

Quality Assurance

- Promote adherence to the GHS quality assurance policy and guidelines.
- Act as a role model in quality improvement.
- Keep up-to-date with quality developments relevant to area of work and related services.
- Continuously monitor activities against quality standards, anticipating factors that may reduce quality and taking effective action to address them.

Further Information

- The post holder must at all times:
 - o Work in accordance with the GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient's Charter.
 - o Participate in National Health Programmes

- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification

Deputy Director, Procurement (SSDM)

Criteria	Essential	Desirable
Educational Qualification	Senior Health Professional Postgraduate qualification in Procurement and Logistic Management or related field (Masters or equivalent) Evidence of leadership and continuing professional development and training in Health management	Member of relevant Professional Body (e.g. MCIPS).
Knowledge & Experience	A minimum of FIVE (5) years working experience in management at senior level. A broad knowledge base and experience of GHS policies and operating procedures. Knowledge and experience of quality assurance. Knowledge in coordinating and implementing Research and development programmes. Experience of service development	Experience of multi-agency networking.
Skills & Abilities	Excellent written and verbal communication skills. Ability to work, lead and manage a multi-disciplinary team. Ability to organize and manage workload, work under pressure to meet tight deadlines. Demonstrated ability to work on own initiative. Computer skills. Excellent problem-solving skills	

6.3 Deputy Director, Logistics, Clearing and Warehousing (SSDM)

Job Title : Deputy Director, Logistics, Clearing and Warehousing (SSDM)

Grade : Deputy Director

Responsible To : Director Supplies, Stores and Drug Management

Accountable To : Director General, GHS

Job Purpose

Responsible for appropriate clearing, conveying, storage and handling of all drugs, chemicals equipment and other medical consumables of the MOH/GHS

The post holder will:

- Liaise with the Customs Excise and Revenue Clearing organizations for the quick payment or processing of exemptions as well as the clearing and storage of all goods purchased locally or Internationally by the MOH/GHS
- Provide appropriate skills required for the conveying, storage and handling of all drugs chemicals, equipment and other medical consumables at all levels of the MOH/GHS

Main Duties and Responsibilities

- Ensure an accurate up to date and database record of commodities and stock transactions.
- Ensure the formulation, monitoring and evaluation of policies and procedures on warehousing with particular reference to stocking levels, requisition and supplies procedures.
- Ensure appropriate storage and handling of items to avoid wastage and pilfering and thereby save on the cost of warehousing services.
- Ensure through appropriate forecasts the inflow and outflow of Drugs, equipment, and other supplies and thereby provide for adequate storage of the same.
- Set targets on savings to be made on costs of services and ensure the achievement same.
- Maintain a nationally integrated stock control system enhancing the swift delivery of drugs, equipment and other supplies with regard to the state and quantity of the items and to the location required.
- Maintain a system for prioritising the requests from competing health institutions and serving them accordingly.
- Organize the receipt and inspection of drugs, equipment and other supplies to ensure that specifications and quantities have been conformed to
- Ensure prompt establishment of Letters of credit for the payment of offshore procurement deliveries.

Communication and Working Relationship

- Foster good communication and team working relationships within the organization

- Develop working partnership networks with individuals, groups, communities and agencies
- Liaise with Port, CEPS and other related organizations for the prompt delivery of offshore commodities.
- Liaise appropriately with the GHS Management, ensuring open and effective communication is maintained.
- Be a visible and approachable resource for staff for matters relating to Logistics, Clearing and Warehousing

Personal & People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of Logistics, Clearing and Warehousing services
- Monitor own performance against agreed objectives.
- Undertake training, coaching and performance appraisals for staff in the Department.

Management

- Provide effective leadership in the Department.
- Coordinate activities within the Department.
- Ensure effective use of resources in the Department.
- Promote a positive image of the GHS.
- Devise improved job methods for increasing efficiency
- Ensure that complete, accurate and up to date records are maintained in the Department in accordance with the GHS Guidelines for record keeping and management
- Plan departmental workload and manage the Department to accomplish work on schedule
- Prepare and implement departmental budget according to organizational policies and guidelines.

Health and Safety Responsibilities

- Take care of own safety and ensure the safety of other staff in the department.
- Promote adherence to existing health and safety policies and procedures of the GHS/MOH.
- Promote maintenance of safe systems and safe workplace.

Quality Assurance

- Promote adherence to the GHS quality assurance policy and guidelines.
- Act as a role model in quality improvement.
- Keep up-to-date with quality developments relevant to area of work and related services.
- Continuously monitor activities against quality standards, anticipating factors that may reduce quality and taking effective action to address them.

Further Information

- The post holder must at all times:

- o Work in accordance with the GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient's Charter.
 - o Participate in National Health Programmes
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification
Deputy Director, Logistics, Clearing and Warehousing

Criteria	Essential	Desirable
Educational Qualification	Senior Health Professional Postgraduate qualification in Procurement and Logistic Management or related field (Masters or equivalent) Evidence of leadership and continuing professional development and training in Health management	Member of relevant Professional Body (e.g. MCIPS).
Knowledge & Experience	A minimum of FIVE (5) years working experience in management at senior level. A broad knowledge base and experience of MOH/GHS policies and operating procedures. Knowledge and experience of quality assurance. Knowledge in coordinating and implementing Research and development programmes. Experience of service development	Experience of multi-agency networking.
Skills & Abilities	Excellent written and verbal communication skills. Ability to work, lead and manage a multi-disciplinary team. Ability to organize and manage workload, work under pressure to meet tight deadlines. Demonstrated ability to work on own initiative. Computer skills. Excellent problem-solving skills	

7.0 DIRECTOR AND DEPUTY DIRECTORS, HUMAN RESOURCES

7.1 Director, Human Resources Development

Job Title : Director, Human Resources Development Division

Grade : Director

Responsible To : Director General, GHS

Accountable To : Director General, GHS

Job Purpose

- Provide direction and advice in the management of Human Resources in the Ghana Health Service.

Main Duties and Responsibilities

- Provide direction in the development and management of Human Resources in the Ghana Health Service.
- Lead in the policy development, analysis and review in the area of Human Resources Development.
- Advise and provide technical and administrative support to the Director General in the planning, recruitment, placement, development and management of human resources for the Ghana Health Service.
- Lead in the development and maintenance of comprehensive Human Resources (HR) database for GHS.
- Prepare annual reports and other reports on HR as required by the Director-General.
- Lead in the monitoring and evaluation of HR.
- Lead in the preparation of budget for the HR.
- Contribute to the development of medium/Long term plans of the GHS
- Lead in the development of in-service and post-basic training programmes.
- Contribute to the development of pre-service training programmes.
- Co-ordinate fellowship awards for GHS staff.
- Lead in the development of incentives/welfare packages for GHS staff.
- Lead in the development of guidelines and protocols on HR for the Service.

Communication and Working Relationship

- Foster good communication and team working relationships within the organization
- Develop working partnership networks with individuals, groups, communities and agencies
- Liaise with MOH-HRD, MFEP, PSC, OHCS, Representative Donor Agencies, Health Workers Union, MEMD, etc. on HR matters affecting the GHS.
- Liaise appropriately with the GHS Management, ensuring open and effective communication is maintained.
- Be a visible and approachable resource for staff for matters relating to HR.

Personal & People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of human resource development.
- Monitor own performance against agreed objectives.
- Create an enabling environment to promote staff development.
- Arrange for continuing professional education and ensure performance appraisals for staff in the Division.

Management

- Provide effective leadership in the Division.
- Coordinate activities of all departments within the Directorate.
- Ensure effective use of resources in the Division.
- Promote a positive image of the GHS.
- Devise improved job methods for increasing efficiency
- Ensure that complete, accurate and up to date records are maintained in the Division in accordance with the GHS Guidelines for record keeping and management
- Plan divisional workload and manage the division to accomplish work on schedule
- Prepare and implement divisional budget according to organizational policies and guidelines.

Research

- Co-ordinate and implement R & D programmes.
- Apply relevant evidence-based research findings.

Health and Safety Responsibilities

- Take care of own safety and ensure the safety of other staff in the division.
- Promote adherence to existing health and safety policies and procedures of the GHS/MOH.
- Promote maintenance of safe systems and safe workplace.

Quality Assurance

- Promote adherence to the GHS quality assurance policy and guidelines.
- Act as a role model in quality improvement.
- Keep up-to-date with quality developments relevant to area of work and related services.
- Continuously monitor activities against quality standards, anticipating factors that may reduce quality and taking effective action to address them.

Further Information

- The post holder must at all times:
 - o Work in accordance with the GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient's Charter.
 - o Participate in National Health Programmes

- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person specification
Director, Human Resources Division

Criteria	Essential	Desirable
<i>Educational Qualification</i>	Senior Health Professional Postgraduate qualification in Human Resources Management (Masters or equivalent) Evidence of leadership and continuing professional development and training in management	
<i>Knowledge & Experience</i>	A minimum of FIVE (5) years working experience in Human Resource management at senior level. A broad knowledge base and experience of GHS policies and operating procedures. Broad knowledge base and experience of HR management, administrative and operational issues Broad knowledge of staff policies and regulations in the Public Service Broad knowledge base of employment and labour legislation Knowledge and experience of quality assurance. Knowledge of coordinating and implementing Research and development programmes. Experience of service development	Experience of multi-agency networking.
<i>Skills & Abilities</i>	Excellent written and verbal communication skills. Ability to work, lead and manage a multi-disciplinary team. Ability to organize and manage workload, work under pressure to meet tight deadlines. Demonstrated ability to work on own initiative. Computer skills. Excellent problem-solving skills	

7.2 Deputy Director, Human Resources Planning and Monitoring (HRD)

Job Title	:	Deputy Director, Human Resources Planning and Monitoring
Grade	:	Deputy Director
Responsible To	:	Director, HRD
Accountable To	:	Director General, GHS.

Job Purpose:

Responsible for human resource needs and capacity assessment, norms and availability monitoring, attrition and relocation monitoring, mapping, impact evaluation, information and data base management

Main Duties and Responsibilities

- Responsible for managing the HR planning department.
- Develop Staffing norms to guide postings and transfers.
- Initiate HR planning policies procedures and guidelines.
- Supervise HR information system
- Manage manpower ceilings and control of staff costs
- Supervise production of manpower plans and projections
- Monitor and evaluate Human Resource Planning programmes
- Monitor HR utilisation and offer other technical support and advice at Headquarters, regional and district levels.
- Prepare and submit routine and annual reports
- Perform any other duties assigned by Director, HR from time to time

Communication and Working Relationship

- Foster good communication and team working relationships within the organization
- Develop working partnership networks with individuals, groups, communities and agencies
- Liaise with other divisions, Representatives of Donor Agencies on matters relating to human resource planning and monitoring.
- Liaise appropriately with the MOH/GHS management, ensuring open and effective communication is maintained.
- Be a visible and approachable resource for staff on matters relating to human resource planning and monitoring.

Personal & People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of human resource planning and monitoring.
- Monitor own performance against agreed objectives.
- Undertake training, coaching and performance appraisals for staff in the Department.

Management

- Provide effective leadership in the Department.
- Coordinate activities within the Department.
- Ensure effective use of resources in the Department.
- Promote a positive image of the GHS.
- Devise improved job methods for increasing efficiency
- Ensure that complete, accurate and up to date records are maintained in the Department in accordance with the GHS Guidelines for record keeping and management
- Plan departmental workload and manage the Department to accomplish work on schedule
- Prepare and implement departmental budget according to organizational policies and guidelines.

Health and Safety Responsibilities

- Take care of own safety and ensure the safety of other staff in the department.
- Promote adherence to existing health and safety policies and procedures of the GHS/MOH.
- Promote maintenance of safe systems and safe workplace.

Quality Assurance

- Promote adherence to the GHS quality assurance policy and guidelines.
- Act as a role model in quality improvement.
- Keep up-to-date with quality developments relevant to area of work and related services.
- Continuously monitor activities against quality standards, anticipating factors that may reduce quality and taking effective action to address them.

Further Information

- The post holder must at all times:
 - o Work in accordance with the GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient's Charter.
 - o Participate in National Health Programmes
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification

Deputy Director, HR Planning and Monitoring (HRD)

Criteria	Essential	Desirable
Educational Qualification	Senior Health Professional Postgraduate qualification in Human Resources Management, Health Management, Planning and Policy or related field (Masters Degree or equivalent).with a minimum of Five (5) years working experience at Senior level. Evidence of leadership and Continuing Professional	

	Development and training in Health Management.	
Knowledge & Experience	A broad knowledge base and experience of MOH/GHS policies and operating procedures. Knowledge and experience in Quality Assurance, Research and Development	
Skills & Abilities	Excellent written and communication skills Ability to work, lead and manage a multi-disciplinary team. Ability to organize and manage workload, work under pressure to meet tight deadlines. Demonstrated ability to work on own initiative. Computer skills. Excellent problem-solving skills.	

7.3 Deputy Director, Human Resources Management (HRD)

Job Title	:	Deputy Director, Human Resource Management
Grade	:	Deputy Director
Responsible To	:	Director, HRD
Accountable To	:	Director General, GHS.

Job Purpose:

Ensure the development, implementation and application of HR strategy.

Main Duties and Responsibilities

- Be responsible for personnel management including:
 - Staff nominal roll administration
 - Recruitment
 - Deployment
 - Promotion
 - Retrenchment
 - Retirement and
 - Staff re-engagements/contracts
- Provide input towards HR policy formulation
- Draw up, implement and evaluate plans, programmes and budgets for the department
- Oversee the implementation of policies and development of procedures guidelines and systems in the areas of:
 - Employment
 - Performance management and counselling
 - Remuneration and employee relations
 - Personnel research and information
 - Career guidance and counselling
 - Exiting (resignation, retirement, dismissals)
- Provide technical support to the regions and districts
- Prepare and submit routine, annual and other periodic reports on the unit
- Perform any other duties assigned by Director, HR from time to time

Communication and Working Relationship

- Foster good communication and team working relationships within the organization
- Develop working partnership networks with individuals, groups, communities and agencies
- Liaise with other divisions, Representatives of Donor Agencies on matters relating to human resource management.
- Liaise appropriately with the MOH/GHS management, ensuring open and effective communication is maintained.
- Be a visible and approachable resource for staff on matters relating to human resource management.

Personal & People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of human resource management
- Monitor own performance against agreed objectives.
- Undertake training, coaching and performance appraisals for staff in the Department.

Management

- Provide effective leadership in the Department.
- Coordinate activities within the Department.
- Ensure effective use of resources in the Department.
- Promote a positive image of the GHS.
- Devise improved job methods for increasing efficiency
- Ensure that complete, accurate and up to date records are maintained in the Department in accordance with the GHS Guidelines for record keeping and management
- Plan departmental workload and manage the Department to accomplish work on schedule
- Prepare and implement departmental budget according to organizational policies and guidelines.

Health and Safety Responsibilities

- Take care of own safety and ensure the safety of other staff in the department.
- Promote adherence to existing health and safety policies and procedures of the GHS/MOH.
- Promote maintenance of safe systems and safe workplace.

Quality Assurance

- Promote adherence to the GHS quality assurance policy and guidelines.
- Act as a role model in quality improvement.
- Keep up-to-date with quality developments relevant to area of work and related services.
- Continuously monitor activities against quality standards, anticipating factors that may reduce quality and taking effective action to address them.

Further Information

- The post holder must at all times:
 - o Work in accordance with the GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient's Charter.
 - o Participate in National Health Programmes
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

**Person Specification
Deputy Director, HR Management (HRD)**

Criteria	Essential	Desirable
Educational Qualification	Senior Health Professional Postgraduate qualification in Human Resources Management, Health Management, Planning and Policy or related field (Masters Degree or equivalent).with a minimum of Five (5) years working experience at Senior level. Evidence of leadership and Continuing Professional Development and training in Health Management.	
Knowledge & Experience	A broad knowledge base and experience of MOH/GHS policies and operating procedures. Knowledge and experience in Quality Assurance, Research and Development	
Skills& Abilities	Excellent written and communication skills Ability to work, lead and manage a multi-disciplinary team. Ability to organize and manage workload, work under pressure to meet tight deadlines. Demonstrated ability to work on own initiative. Computer skills. Excellent problem-solving skills.	

7.4 Deputy Director, Training and Capacity Development (HRD)

Job Title	:	Deputy Director, Training and Capacity Development
Grade	:	Deputy Director
Responsible To	:	Director, HRD
Accountable To	:	Director General, GHS.

Job Purpose

To ensure optimum human resources knowledge, skills development and performance through planned and coordinated training and educational programmes within the MOH/GHS and with other external training agencies

Main Duties and Responsibilities

- Be responsible for post-basic training including fellowships administration, learning resource development and in-service training
- Ensure effective administration and management of bonds and bonds redemption and keep an up-to-date record of all such issues in collaboration with the HR Planning and monitoring unit
- Lead in the training needs assessment of staff and initiate staff training and development policies
- Manage selection of trainees
- Develop and evaluate relevant curricular
- Supervise and monitor training institutions
- Manage the training information system
- Prepare and submit routine and annual reports
- Offer HR technical advice and support to the regions and districts
- Provide input into HR policy formulation
- Prepare and implement the plans and budget of the department

Communication and Working Relationship

- Foster good communication and team working relationships within the organization
- Develop working partnership networks with individuals, groups, communities and agencies
- Liaise with other divisions, Training Institutions and Representatives of Donor Agencies on matters relating to staff training and capacity development.
- Liaise appropriately with the MOH/GHS management, ensuring open and effective communication is maintained.
- Be a visible and approachable resource for staff on matters relating to staff training and capacity development

Personal & People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of staff training and capacity development
Monitor own performance against agreed objectives.
- Undertake training, coaching and performance appraisals for staff in the Department.

Management

- Provide effective leadership in the Department.
- Coordinate activities within the Department.
- Ensure effective use of resources in the Department.
- Promote a positive image of the GHS.
- Devise improved job methods for increasing efficiency
- Ensure that complete, accurate and up to date records are maintained in the Department in accordance with the GHS Guidelines for record keeping and management
- Plan departmental workload and manage the Department to accomplish work on schedule
- Prepare and implement departmental budget according to organizational policies and guidelines.

Health and Safety Responsibilities

- Take care of own safety and ensure the safety of other staff in the department.
- Promote adherence to existing health and safety policies and procedures of the GHS/MOH.
- Promote maintenance of safe systems and safe workplace.

Quality Assurance

- Promote adherence to the GHS quality assurance policy and guidelines.
- Act as a role model in quality improvement.
- Keep up-to-date with quality developments relevant to area of work and related services.
- Continuously monitor activities against quality standards, anticipating factors that may reduce quality and taking effective action to address them.

Further Information

- The post holder must at all times:
 - o Work in accordance with the GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient's Charter.
 - o Participate in National Health Programmes
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification
Deputy Director, Training and Capacity Development (HRD)

Criteria	Essential	Desirable
Educational Qualification	Senior Health Professional Postgraduate qualification in Human Resources Management, Health Management, Planning and Policy or related field (Masters Degree or equivalent).with a minimum of Five (5) years working experience at Senior level. Evidence of leadership and Continuing Professional Development and training in Health Management.	
Knowledge & Experience	A broad knowledge base and experience of MOH/GHS policies and operating procedures. Knowledge and experience in Quality Assurance, Research and Development	
Skills& Abilities	Excellent written and communication skills Ability to work, lead and manage a multi-disciplinary team. Ability to organize and manage workload, work under pressure to meet tight deadlines. Demonstrated ability to work on own initiative. Computer skills. Excellent problem-solving skills.	

8.0 DIRECTOR AND DEPUTY DIRECTORS, POLICY PLANNING, MONITORING AND EVALUATION

8.1 Director, Policy Planning, Monitoring and Evaluation

Job Title : Director, Policy Planning, Monitoring and Evaluation

Grade : Director

Responsible To : Director General, GHS

Accountable To : Director General, GHS

Job Purpose

Provide direction and advice in the formulation of Ghana Health Service plans and budgets, and the monitoring of the Service performance.

Main Duties and Responsibilities

- Lead in the development of Ghana Health Service plans and budgets.
- Lead in the monitoring of the Service performance.
- Contribute to policy development, analysis and review in the Ghana Health Service (GHS).
- Lead in the development of systems for monitoring and evaluation of various services and health systems within the service.
- Contribute to the implementation and evaluation of national health policies within the GHS.
- Lead in the development and dissemination of guidelines for planning and budgeting.
- Co-ordinate GHS research centres.
- Contribute to the development of medium/Long term plans of the GHS
- Prepare annual reports and other reports on Service performance as required by the Director-General.
- Lead in the development of guidelines on planning and budgeting within the Service.

Communication and Working Relationship

- Foster good communication and team working relationships within the organization
- Develop working partnership networks with individuals, groups, communities and agencies
- Liaise with MOH-PPME, MFEP and Representatives of Donor Agencies on health policy matters affecting the GHS.
- Liaise appropriately with the GHS Management, ensuring open and effective communication is maintained.
- Be a visible and approachable resource for staff for matters relating to PPME.

Personal & People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of policy planning, monitoring and evaluation.
- Monitor own performance against agreed objectives.
- Create an enabling environment to promote staff development.
- Arrange for continuing professional education and ensure performance appraisals for staff in the Division.

Management

- Provide effective leadership in the Division.
- Coordinate activities of all departments within the Directorate.
- Ensure effective use of resources in the Division.
- Promote a positive image of the GHS.
- Devise improved job methods for increasing efficiency
- Ensure that complete, accurate and up to date records are maintained in the Division in accordance with the GHS Guidelines for record keeping and management
- Plan divisional workload and manage the division to accomplish work on schedule
- Prepare and implement divisional budget according to organizational policies and guidelines.

Research

- Co-ordinate and implement R & D programmes.
- Apply relevant evidence-based research findings.

Health and Safety Responsibilities

- Take care of own safety and ensure the safety of other staff in the division.
- Promote adherence to existing health and safety policies and procedures of the GHS/MOH.
- Promote maintenance of safe systems and safe workplace.

Quality Assurance

- Promote adherence to the GHS quality assurance policy and guidelines.
- Act as a role model in quality improvement.
- Keep up-to-date with quality developments relevant to area of work and related services.
- Continuously monitor activities against quality standards, anticipating factors that may reduce quality and taking effective action to address them.

Further Information

- The post holder must at all times:
 - o Work in accordance with the GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient's Charter.
 - o Participate in National Health Programmes

- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification

Director, Policy Planning, Monitoring and Evaluation

Criteria	Essential	Desirable
Educational Qualification	Senior Health Professional Postgraduate qualification in Health Management, Planning and Policy or related field (Masters or equivalent) Evidence of leadership and continuing professional development and training in Health management	
Knowledge & Experience	A minimum of FIVE (5) years working experience in management at senior level. A broad knowledge base and experience of GHS policies and operating procedures. Knowledge and experience of quality assurance. Knowledge in coordinating and implementing Research and development programmes. Experience of service development	Experience of multi-agency networking.
Skills & Abilities	Excellent written and verbal communication skills. Ability to work, lead and manage a multi-disciplinary team. Ability to organize and manage workload, work under pressure to meet tight deadlines. Demonstrated ability to work on own initiative. Computer skills. Excellent problem-solving skills	

8.2 Deputy Director, Policy

Job Title : Deputy Director, Policy

Grade : Deputy Director

Responsible To : Director PPME, GHS

Accountable To : Director General, GHS

Job Purpose

Support in the development of policies and guidelines to cover all activities of the Ministry/Ghana Health Service and its implementation partners in collaboration with its agencies and other MDAs and donors.

Main Duties and Responsibilities

- Contribute to the development of policies and guidelines to govern collaboration with multilateral, bilateral and non-governmental agencies.
- Collaborate with relevant bodies to identify donors for the health sector
- Ensure that current and prospective donors to the sector have access to information about the policies of the MOH/GHS and its priority needs.
- Collaborate with other divisions to develop and review proposals for external funding for the MOH/GHS.
- Develop systems for the monitoring and evaluation of externally funded programmes and projects that are consistent with the MOH/GHS framework for monitoring and evaluation.
- Lead in the formulation of strategic Investment plans
- Carry out trends assessment for MOH/GHS by drawing on relevant sources of information to analyse the overall performance of the MOH/GHS and monitor progress in implementing key policies
- Translate policies into operational and strategic plans
- Draw up strategic direction for issues of Gender and inequalities and focus on the Ghana Poverty Reduction Strategy Framework
- Develop strategies for engaging the private sector and other sectors in achieving the goals of the MOH/GHS.

Communication and Working Relationship

- Foster good communication and team working relationships within the organization
- Develop working partnership networks with individuals, groups, communities and agencies
- Liaise with MOH-PPME, MFEP and Representatives of Donor Agencies on health policy matters affecting the GHS.
- Liaise appropriately with the GHS Management, ensuring open and effective communication is maintained.
- Be a visible and approachable resource for staff for matters relating to health policy development.

Personal & People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of health policy development
- Monitor own performance against agreed objectives.
- Undertake training, coaching and performance appraisals for staff in the Department.

Management

- Provide effective leadership in the Department.
- Coordinate activities within the Department.
- Ensure effective use of resources in the Department.
- Promote a positive image of the GHS.
- Devise improved job methods for increasing efficiency
- Ensure that complete, accurate and up to date records are maintained in the Department in accordance with the GHS Guidelines for record keeping and management
- Plan departmental workload and manage the Department to accomplish work on schedule
- Prepare and implement departmental budget according to organizational policies and guidelines.

Health and Safety Responsibilities

- Take care of own safety and ensure the safety of other staff in the department.
- Promote adherence to existing health and safety policies and procedures of the GHS/MOH.
- Promote maintenance of safe systems and safe workplace.

Quality Assurance

- Promote adherence to the GHS quality assurance policy and guidelines.
- Act as a role model in quality improvement.
- Keep up-to-date with quality developments relevant to area of work and related services.
- Continuously monitor activities against quality standards, anticipating factors that may reduce quality and taking effective action to address them.

Further Information

- The post holder must at all times:
 - o Work in accordance with the GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient's Charter.
 - o Participate in National Health Programmes
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

**Person Specification
Deputy Director, Policy (PPME)**

Criteria	Essential	Desirable
Educational Qualification	Senior Health Professional Postgraduate qualification in Health Management, Planning and Policy or related field (Masters Degree or equivalent) with a minimum of Five (5) years working experience at Senior level. Evidence of leadership and Continuing Professional Development and training in Health Management.	Member of relevant Professional Body.
Knowledge & Experience	A broad knowledge base and experience of MOH/GHS policies and operating procedures. Knowledge and experience in Quality Assurance, Research and Development	Experience of multi-agency networking.
Skills & Abilities	Excellent written and communication skills Ability to work, lead and manage a multi-disciplinary team. Ability to organize and manage workload, work under pressure to meet tight deadlines. Demonstrated ability to work on own initiative. Computer skills. Excellent problem-solving skills.	

8.3 Deputy Director, Planning and Budgeting (PPME)

Job Title	:	Deputy Director, Planning and Budgeting
Grade	:	Deputy Director
Responsible To	:	Director PPME, GHS
Accountable To	:	Director General, GHS

Job Purpose

Develop and coordinate short, medium and long-term MOH/GHS and financial plans and synthesise these plans into an integrated MOH/GHS development plan consistent with existing Government policy

Main Duties and Responsibilities

- Coordinate the preparation of short term (annual), medium and long term plans and synthesise these plans into an integrated GHS health development plan.
- Develop indicators for monitoring health plans and implementation and for assessing equity and efficiency in the distribution of resources
- Review and develop health-financing strategies.
- Translate operational policies and objectives into proposals for resource allocation.
- Identify needs in relation to the development of management and support systems throughout the GHS and provide support systems for development.
- Promote the appropriate use of research findings for planning.
- Prepare and update guidelines for planning at the sub-district, district, regional and national levels.
- Collaborate with the Finance Division to develop and update guidelines for budgeting in the MOH/GHS.
- Develop medium and long-term health sector financial plans for both capital and recurrent expenditure.
- Analyse trends in the allocation and disbursement of funds within the MOH/GHS.
- Direct the development of unit costing for MOH/GHS programmes and services.

Communication and Working Relationship

- Foster good communication and team working relationships within the organization
- Develop working partnership networks with individuals, groups, communities and agencies
- Liaise with MOH/GHS –PPME, MFEP, Representative Donor Agencies on matters relating to planning and budgeting.
- Liaise appropriately with the MOH/GHS management ensuring open and effective communication is maintained.
- Be a visible and approachable resource for staff for matters relating to planning and budgeting.

Personal & People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of planning and budgeting
- Monitor own performance against agreed objectives.
- Undertake training, coaching and performance appraisals for staff in the Department.

Management

- Provide effective leadership in the Department.
- Coordinate activities within the Department.
- Ensure effective use of resources in the Department.
- Promote a positive image of the GHS.
- Devise improved job methods for increasing efficiency
- Ensure that complete, accurate and up to date records are maintained in the Department in accordance with the GHS Guidelines for record keeping and management
- Plan departmental workload and manage the Department to accomplish work on schedule
- Prepare and implement departmental budget according to organizational policies and guidelines.

Health and Safety Responsibilities

- Take care of own safety and ensure the safety of other staff in the department.
- Promote adherence to existing health and safety policies and procedures of the GHS/MOH.
- Promote maintenance of safe systems and safe workplace.

Quality Assurance

- Promote adherence to the GHS quality assurance policy and guidelines.
- Act as a role model in quality improvement.
- Keep up-to-date with quality developments relevant to area of work and related services.
- Continuously monitor activities against quality standards, anticipating factors that may reduce quality and taking effective action to address them.

Further Information

- The post holder must at all times:
 - o Work in accordance with the GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient's Charter.
 - o Participate in National Health Programmes
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

**Person Specification
Deputy Director, Planning and Budgeting (PPME)**

Criteria	Essential	Desirable
Educational Qualification	Senior Health Professional Postgraduate qualification in Health Management, Planning and Policy or related field (Masters Degree or equivalent) with a minimum of Five (5) years working experience at Senior level. Evidence of leadership and Continuing Professional Development and training in Health Management.	Member of relevant Professional Body.
Knowledge & Experience	A broad knowledge base and experience of MOH/GHS policies and operating procedures. Knowledge and experience in Quality Assurance, Research and Development	Experience of multi-agency networking.
Skills & Abilities	Excellent written and communication skills Ability to work, lead and manage a multi-disciplinary team. Ability to organize and manage workload, work under pressure to meet tight deadlines. Demonstrated ability to work on own initiative. Computer skills. Excellent problem-solving skills.	

8.4 Deputy Director, Information, Monitoring and Evaluation (PPME)

Job Title	:	Deputy Director, Information, Monitoring and Evaluation
Grade	:	Deputy Director
Responsible To	:	Director PPME, GHS
Accountable To	:	Director General, GHS

Job Purpose

Produce and manage health information as a management decision support system, made accessible to all functionaries of the GHS for effective decision making.

Main Duties and Responsibilities

- Develop level specific performance indicators and contracts consistent with national, bilateral and International expectations.
- Coordinate the publication of documents relating to the GHS activities (annual reports and other periodic reports) and ensure that the activities are properly documented and relevant information is disseminated.
- Collaborate with all other directorates to set up a health and management information system for planning, monitoring and evaluation.
- Monitor the implementation of health policies, the utilisation of health resources and the attainment of targets for coverage utilisation of services and health status.
- Develop systems for monitoring and evaluation of various services and health within GHS.
- Develop and update appropriate health data collection forms to facilitate planning for health improvement and monitoring of performance.
- Carry out trends assessment for GHS by drawing on relevant sources of information to analyse the overall performance of GHS and monitor progress in implementing key policies.
- Liaise with the HRDD to develop appropriate training programmes for the staff in the department.
- Design and apply monitoring and evaluation systems and tools for purposes of assessing the operational effectiveness of programmes of the GHS as well as programmes of implementation partners.

Communication and Working Relationship

- Foster good communication and team working relationships within the organization
- Develop working partnership networks with individuals, groups, communities and agencies
- Liaise with Divisions and Representative Donor Agencies on matters relating to health information, monitoring and evaluation.
- Liaise appropriately with the MOH/GHS management ensuring open and effective communication is maintained.

- Be a visible and approachable resource for staff for matters relating to health information, monitoring and evaluation

Personal & People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of health information, monitoring and evaluation
- Monitor own performance against agreed objectives.
- Undertake training, coaching and performance appraisals for staff in the Department.

Management

- Provide effective leadership in the Department.
- Coordinate activities within the Department.
- Ensure effective use of resources in the Department.
- Promote a positive image of the GHS.
- Devise improved job methods for increasing efficiency
- Ensure that complete, accurate and up to date records are maintained in the Department in accordance with the GHS Guidelines for record keeping and management
- Plan departmental workload and manage the Department to accomplish work on schedule
- Prepare and implement departmental budget according to organizational policies and guidelines.

Health and Safety Responsibilities

- Take care of own safety and ensure the safety of other staff in the department.
- Promote adherence to existing health and safety policies and procedures of the GHS/MOH.
- Promote maintenance of safe systems and safe workplace.

Quality Assurance

- Promote adherence to the GHS quality assurance policy and guidelines.
- Act as a role model in quality improvement.
- Keep up-to-date with quality developments relevant to area of work and related services.
- Continuously monitor activities against quality standards, anticipating factors that may reduce quality and taking effective action to address them.

Further Information

- The post holder must at all times:
 - o Work in accordance with the GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient's Charter.
 - o Participate in National Health Programmes

- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification

Deputy Director, Information, Monitoring and Evaluation (PPME)

Criteria	Essential	Desirable
Educational Qualification	Senior Health Professional Postgraduate qualification in Health Information and Management or related field (Masters Degree or equivalent) with a minimum of Five (5) years working experience at Senior level. Evidence of leadership and Continuing Professional Development and training in Health Management.	Member of relevant Professional Body.
Knowledge & Experience	A broad knowledge base and experience of MOH/GHS policies and operating procedures. Knowledge and experience in Quality Assurance, Research and Development	Experience of multi-agency networking.
Skills & Abilities	Excellent written and communication skills Ability to work, lead and manage a multi-disciplinary team. Ability to organize and manage workload, work under pressure to meet tight deadlines. Demonstrated ability to work on own initiative. Computer skills. Excellent problem-solving skills.	

8.5 Deputy Director, Health Reserach (PPME)

Job Title : Deputy Director, Health Research

Grade : Deputy Director

Responsible To : Director PPME, GHS

Accountable To : Director General, GHS

Job Purpose

To conduct and coordinate research activities related to health issues to improve the development of service.

Main Duties and Responsibilities

- Conduct research into health issues to facilitate policy formulation and programme implementation.
- Coordinate research activities related to health issues.
- Ensure the provision of training and capacity building in health/operational research.
- Provide technical support in the area of operational research at the Divisional, Regional, District and programme level
- Provide technical support and guidance to the various Health Research Centres.
- Monitor and evaluate operational research at the various levels of health delivery.
- Ensure the development of capacity in the area of writing for publication in peer reviewed journals.
- Coordinate activities of the Ethics Review Committee

Communication and Working Relationships

- Foster good communication and team working relationships within the organization
- Develop working partnership networks with individuals, groups, communities and agencies
- Maintain collaborative links with other research and Academic institutions on health research issues.
- Liaise appropriately with the MOH/GHS management ensuring open and effective communication is maintained.
- Be a visible and approachable resource for staff for matters relating to health research

Personal & People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of health research
- Monitor own performance against agreed objectives.
- Undertake training, coaching and performance appraisals for staff in the Department.

Management

- Provide effective leadership in the Department.
- Coordinate activities within the Department.
- Ensure effective use of resources in the Department.
- Promote a positive image of the GHS.
- Devise improved job methods for increasing efficiency
- Ensure that complete, accurate and up to date records are maintained in the Department in accordance with the GHS Guidelines for record keeping and management
- Plan departmental workload and manage the Department to accomplish work on schedule
- Prepare and implement departmental budget according to organizational policies and guidelines.

Health and Safety Responsibilities

- Take care of own safety and ensure the safety of other staff in the department.
- Promote adherence to existing health and safety policies and procedures of the GHS/MOH.
- Promote maintenance of safe systems and safe workplace.

Quality Assurance

- Promote adherence to the GHS quality assurance policy and guidelines.
- Act as a role model in quality improvement.
- Keep up-to-date with quality developments relevant to area of work and related services.
- Continuously monitor activities against quality standards, anticipating factors that may reduce quality and taking effective action to address them.

Further Information

- The post holder must at all times:
 - o Work in accordance with the GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient's Charter.
 - o Participate in National Health Programmes
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification

Deputy Director, Health Research (PPME)

Criteria	Essential	Desirable
Educational Qualification	Senior Health Professional Postgraduate qualification in Health Management, Planning and Policy or related field (Masters Degree or equivalent) with a minimum of Five (5) years working experience at Senior level. Evidence of leadership and Continuing Professional Development and training in Health Management.	Member of relevant Professional Body.

Knowledge & Experience	A broad knowledge base and experience of MOH/GHS policies and operating procedures. Knowledge and experience in Quality Assurance, Research and Development	Experience of multi-agency networking.
Skills & Abilities	Excellent written and communication skills Ability to work, lead and manage a multi-disciplinary team. Ability to organize and manage workload, work under pressure to meet tight deadlines. Demonstrated ability to work on own initiative. Computer skills. Excellent problem-solving skills.	

9.0 DIRECTOR AND DEPUTY DIRECTORS, INTERNAL AUDITOR

9.1 Director, Internal Audit Division

Job Title : Director, Internal Audit Division

Grade : Director

Responsible To : Director-General, GHS

Accountable To : Director General, GHS

Job Purpose

To assist the GHS Council to maintain effective Internal Audit function within the Service to serve as an overall control measure, and provide an invaluable and independent service to all levels of management in achieving the government's important goals and objective of the Health Sector

Main Duties and Responsibilities

- Draft and update procedures (Audit Programs) to guide audit staff on the approach and methods to be used to conduct audits, assess controls, verify assets, inspect records, ascertain compliance, evaluate performance, and follow-up on recommendations- all in accordance with the standards for the Professional Practice of Internal Auditing, as applicable to the Service.
- Determine the adequacy of audit coverage and the optimal use of human, material and financial resources to achieve the desired level of reasonable assurance to the Council that:
 - Information reported by management is reliable;
 - Activities are carried out in compliance with all relevant laws, rules, regulations, policies and procedures;
 - Resources are used with due regard to economy and efficiency; and
 - Programme results are consistent with established goals and objectives;
- Maintain a system of quality assurance within the Division to ensure that staff are adequately supervised, and that work is adequately planned, coordinated, carried out and reviewed in accordance with established procedure.
- Bring to the attention of higher levels of management, opinions or suggestions of staff that seem to warrant serious consideration, even if immediate supervisors have already rejected them.
- Maintain the results of audits and evaluations in the strictest confidence, subject to any legal or ethical requirements for disclosure to outside authorities.
- Provide annual Plans and Budget of the Division to the Director-General and the Audit Committee of Council for approval and inclusion in the Service's annual plans and budget.
- Provide a detailed report of all internal auditing activities, including comparison of actual work performed to plan, to the Director-General of the Service and the Internal Audit Agency Board within forty-five (45) days of the end of each quarter.
- Coordinate the total auditing effort, both internal and external, in the interest of minimizing duplicate efforts and in contributing, as far as professionally permissible, to the work of the external auditor(s) bearing in mind that final determination of the extent of such contribution rests with the external auditor(s).

- Communicate with the external auditors(s) on all significant matters, which will be brought to the attention of the Audit Committee of Council.
- Perform other official duties assigned by the Director-General from time to time.

Communication and Working Relationship

- Foster good communication and team working relationships within the organization
- Liaise with Director-General, Audit Committee of Council, Divisional and Regional Directorates, Financial Controller's Office, Internal Audit Agency, Audit Service, Controller and Accountant-General's Department and other related agencies on issues relating to internal audit.
- Liaise appropriately with the GHS Management, ensuring open and effective communication is maintained.
- Be a visible and approachable resource for staff for matters relating to internal audit.

Personal & People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of internal audit.
- Monitor own performance against agreed objectives.
- Create an enabling environment to promote staff development.
- Arrange for continuing professional education and ensure performance appraisals for staff in the Division.

Management

- Provide effective leadership in the Division.
- Coordinate activities of all departments within the Directorate.
- Ensure effective use of resources in the Division.
- Promote a positive image of the GHS.
- Devise improved job methods for increasing efficiency
- Ensure that complete, accurate and up to date records are maintained in the Division in accordance with the GHS Guidelines for record keeping and management
- Plan divisional workload and manage the division to accomplish work on schedule
- Prepare and implement divisional budget according to organizational policies and guidelines.

Research

- Co-ordinate and implement R & D programmes.
- Apply relevant evidence-based research findings.

Health and Safety Responsibilities

- Take care of own safety and ensure the safety of other staff in the division.
- Promote adherence to existing health and safety policies and procedures of the GHS.
- Promote maintenance of safe systems and safe workplace.

Quality Assurance

- Promote adherence to the GHS quality assurance policy and guidelines.
- Act as a role model in quality improvement.
- Keep up-to-date with quality developments relevant to area of work and related services.
- Continuously monitor activities against quality standards, anticipating factors that may reduce quality and taking effective action to address them.

Further Information

- The post holder must at all times:
 - o Work in accordance with the GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient's Charter.
 - o Participate in National Health Programmes
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification Director, Internal Auditor

Criteria	Essential	Desirable
Educational Qualification	Relevant professional qualification (ICA, ACCA, and CPA) with a minimum of 8 years post qualification experience in similar position in the public sector or professional accounting firm. Evidence of leadership and continuing professional development and training in Audit/Accounts/Finance	Postgraduate qualification in Audit/Accounts/Finance Health Economics/Public Health
Knowledge & Experience	A broad knowledge base and experience of GHS policies and operating procedures. A broad knowledge base of standards for the Professional Practice of Internal Auditing A broad knowledge base of Financial Rules and Regulations particularly with regard to health sector Knowledge and experience in coordinating and implementing Research and development programmes. Experience in service development.	Working experience in the Health sector
Skills & Abilities	Excellent written and verbal communication skills. Good planning and report writing skills Ability to mobilize necessary resources for achieving goals Ability to spell out and assign roles and responsibilities Sensitivity and ability to ensure efficient use of resources Ability to organize and manage workload, work under pressure to meet tight deadlines. Demonstrated ability to work on own initiative. Computer skills. Excellent problem-solving skills Firm, fair, tactful and tolerant.	

9.2 Deputy Director, Control and Compliance, Internal Audit

Job Title : Deputy Director, Control and Compliance,
Internal Audit

Grade : Deputy Director

Responsible To : Director, Internal Audit, GHS

Accountable To : Director General, GHS

Job Purpose

To assist the Director to carry out Control & Compliance audit to provide reasonable assurance to GHS Council that GHS activities are carried out in compliance with relevant laws, rules, regulations, policies and procedures: and financial operational returns submitted by management are accurate and reliable

Main Duties and Responsibilities

- Assist the Director in drafting and updating audit programmes to guide staff on the approach and methods to be used to conduct Control and Compliance Audits.
- Coordinate all planning efforts aimed at fulfilling the minimum annual control and compliance audit coverage requirement.
- Prepare work plans and budget for the Control and Compliance Department in accordance with laid down procedures for Director's consideration and approval.
- Serve as the focal point for the determination of appropriate Internal Audit actions when instances of fraud are suspected by Internal Auditors.
- Review all Control & Compliance Audit Reports from the Regions on a routine basis for quality of presentation, technical adequacy, and advises the Audit Supervisors as appropriate.
- Provide a detailed report of all Control and Compliance auditing activities, including comparison of actual work performed to plan, to the Director of Audit within thirty (30) days of the end of each quarter.
- Maintain the results of audits and evaluations in the strictest confidence, subject to any legal or ethical requirements for disclosure to outside authorities.
- Oversee implementation of all non-audit related tasks of the Control and Compliance department including participation in planned professional development efforts by staff of the department.
- Assume all duties of the Internal Audit when so delegated in writing.
- Perform any additional duties assigned by Director of the Division.

Communication and Working Relationship

- Foster good communication and team working relationships within the organization
- Liaise with Divisional and Regional Directorates, Other Heads of Departments of the Divisions, Financial Controller's Office, Controller and Accountant-General's Department and other related agencies on issues relating to internal audit.
- Liaise appropriately with the GHS Management, ensuring open and effective communication is maintained.
- Be a visible and approachable resource for staff for matters relating to internal audit.

Personal & People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of internal audit
- Monitor own performance against agreed objectives.
- Undertake training, coaching and performance appraisals for staff in the Department.

Management

- Provide effective leadership in the Department.
- Coordinate activities within the Department.
- Ensure effective use of resources in the Department.
- Promote a positive image of the GHS.
- Devise improved job methods for increasing efficiency
- Ensure that complete, accurate and up to date records are maintained in the Department in accordance with the GHS Guidelines for record keeping and management
- Plan departmental workload and manage the Department to accomplish work on schedule
- Prepare and implement departmental budget according to organizational policies and guidelines.

Health and Safety Responsibilities

- Take care of own safety and ensure the safety of other staff in the department.
- Promote adherence to existing health and safety policies and procedures of the GHS/MOH.
- Promote maintenance of safe systems and safe workplace.

Quality Assurance

- Promote adherence to the GHS quality assurance policy and guidelines.
- Act as a role model in quality improvement.
- Keep up-to-date with quality developments relevant to area of work and related services.
- Continuously monitor activities against quality standards, anticipating factors that may reduce quality and taking effective action to address them.

Further Information

- The post holder must at all times:
 - o Work in accordance with the GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient's Charter.
 - o Participate in National Health Programmes
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

**Person Specification
Deputy Director, Control and Compliance, Internal Audit**

Criteria	Essential	Desirable
Educational Qualification	<p>Relevant professional qualification (ICA, ACCA, and CPA) with a minimum of 5 years post qualification experience in similar position in the public sector or professional accounting firm.</p> <p>Evidence of leadership and continuing professional development and training in Audit/Accounts/Finance</p>	<p>Postgraduate qualification in Audit/Accounts/Finance Health Economics/Public Health</p>
Knowledge & Experience	<p>A broad knowledge base and experience of GHS policies and operating procedures.</p> <p>A broad knowledge base of standards for the Professional Practice of Internal Auditing</p> <p>A broad knowledge base of Financial Rules and Regulations particularly with regard to health sector</p> <p>Knowledge and experience in coordinating and implementing Research and development programmes.</p> <p>Experience in service development.</p>	<p>Working experience in the Health sector</p>
Skills & Abilities	<p>Excellent written and verbal communication skills.</p> <p>Good planning and report writing skills</p> <p>Ability to mobilize necessary resources for achieving goals</p> <p>Ability to spell out and assign roles and responsibilities</p> <p>Sensitivity and ability to ensure efficient use of resources</p> <p>Ability to organize and manage workload, work under pressure to meet tight deadlines.</p> <p>Demonstrated ability to work on own initiative.</p> <p>Computer skills.</p> <p>Excellent problem-solving skills</p> <p>Firm, fair, tactful and tolerant.</p>	

9.3 Deputy Director, Performance Audit (Internal Audit)

Job Title	:	Deputy Director, Performance Audit, Internal Audit
Grade	:	Deputy Director
Responsible To	:	Director, Internal Audit, GHS
Accountable To	:	Director General, GHS

Job Purpose

To assist the Director to conduct performance audits to provide reasonable assurance to Council that GHS resources are used judiciously with due regard to economy and efficiency: and programme results are consistent with the Health Sector goals and objectives.

Main Duties and Responsibilities

- Assist the Director in drafting and updating Audit Programms to guide staff on the approach and methods to be used to conduct Performance Audits.
- Coordinate all planning efforts aimed at fulfilling the annual performance audit requirement.
- Prepare plans and budgets for the department in accordance with laid down procedures.
- Review all performance audit reports from the Regions on a routine basis for quality of presentation, technical adequacy, and advise the Audit Supervisors as appropriate.
- Provide a detailed report of all performance auditing activities, including comparison of actual work performed to plan, to the Director within thirty days (30) days of the end of each quarter.
- Maintain the results of performance audits and evaluations in the strictest confidence, subject to any legal or ethical requirements for disclosure to outside authorities.
- Oversee implementation of non-audit related tasks of the Performance Audit Department including participation in planned professional development efforts by staff of the department.
- Provide detailed report of actual performance to planned activities.
- Undertake other official duties as may be directed from time to time

Communication and Working Relationship

- Foster good communication and team working relationships within the organization
- Liaise with Divisional and Regional Directorates, Other Heads of Departments of the Divisions, Financial Controller's Office, Controller and Accountant-General's Department and other related agencies on issues relating to internal audit.
- Liaise appropriately with the GHS Management, ensuring open and effective communication is maintained.
- Be a visible and approachable resource for staff for matters relating to internal audit.

Personal & People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of internal audit
- Monitor own performance against agreed objectives.
- Undertake training, coaching and performance appraisals for staff in the Department.

Management

- Provide effective leadership in the Department.
- Coordinate activities within the Department.
- Ensure effective use of resources in the Department.
- Promote a positive image of the GHS.
- Devise improved job methods for increasing efficiency
- Ensure that complete, accurate and up to date records are maintained in the Department in accordance with the GHS Guidelines for record keeping and management
- Plan departmental workload and manage the Department to accomplish work on schedule
- Prepare and implement departmental budget according to organizational policies and guidelines.

Health and Safety Responsibilities

- Take care of own safety and ensure the safety of other staff in the department.
- Promote adherence to existing health and safety policies and procedures of the GHS/MOH.
- Promote maintenance of safe systems and safe workplace.

Quality Assurance

- Promote adherence to the GHS quality assurance policy and guidelines.
- Act as a role model in quality improvement.
- Keep up-to-date with quality developments relevant to area of work and related services.
- Continuously monitor activities against quality standards, anticipating factors that may reduce quality and taking effective action to address them.

Further Information

- The post holder must at all times:
 - o Work in accordance with the GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient's Charter.
 - o Participate in National Health Programmes
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification
Deputy Director, Control and Compliance, Internal Audit

Criteria	Essential	Desirable
<i>Educational Qualification</i>	<p>Relevant professional qualification (ICA, ACCA, and CPA) with a minimum of 5 years post qualification experience in similar position in the public sector or professional accounting firm.</p> <p>Evidence of leadership and continuing professional development and training in Audit/Accounts/Finance</p>	<p>Postgraduate qualification in Audit/Accounts/Finance Health Economics/Public Health</p>
<i>Knowledge & Experience</i>	<p>A broad knowledge base and experience of GHS policies and operating procedures.</p> <p>A broad knowledge base of standards for the Professional Practice of Internal Auditing</p> <p>A broad knowledge base of Financial Rules and Regulations particularly with regard to health sector</p> <p>Knowledge and experience in coordinating and implementing Research and development programmes.</p> <p>Experience in service development.</p>	<p>Working experience in the Health sector</p>
<i>Skills & Abilities</i>	<p>Excellent written and verbal communication skills.</p> <p>Good planning and report writing skills</p> <p>Ability to mobilize necessary resources for achieving goals</p> <p>Ability to spell out and assign roles and responsibilities</p> <p>Sensitivity and ability to ensure efficient use of resources</p> <p>Ability to organize and manage workload, work under pressure to meet tight deadlines.</p> <p>Demonstrated ability to work on own initiative.</p> <p>Computer skills.</p> <p>Excellent problem-solving skills</p> <p>Firm, fair, tactful and tolerant.</p>	

9.3 Deputy Director, Regional Audit Supervisors (Internal Audit)

Job Title	:	Deputy Director, Regional Audit Supervisor, Internal Audit
Grade	:	Chief Internal Auditor
Responsible To	:	Director, Internal Audit, GHS
Accountable To	:	Director General, GHS

Job Purpose

Responsible for ensuring that the IAD's operational activities at the regional level are carried out in accordance with IAD's policies and directives as set forth in the IAD Policies and Procedures Manual ('PPM'), and as issued from time-to-time by the IAD Director. In this capacity, Regional Audit Supervisor is held accountable by the IAD Director for the effective planning, execution, and reporting of all IAD audit results within their purview.

Main Duties and Responsibilities

- Conduct annual planning meetings with the Regional Director of Health Services and Senior management to:
 - Agree on the initial number of auditees to be included in the audit coverage and three-year audit cycle target groups,
 - Agree on any GHS programmes that warrant audit emphasis.
- Ensure that the draft IAD Regional Office Work Plan and Budget are submitted to IAD HQ in accordance with the instructions given by the Director.
- Direct and otherwise take charge of all phases of Control & Compliance audits as required by the IAD PPM and, in so doing:
 - Represent the IAD in all verbal and written communications with target auditees;
 - Ensure that IAD Staff Auditors are properly supervised and that their audit work is conducted in accordance with the IAD PPM;
 - Ensure that Audit Working Papers are complete, and meet IAD quality standards prior to concluding field work;
 - Ensure that IAD draft Audit Reports are consistent with all relevant sections of the Audit Working Papers; and
 - Ensure that closure is not brought to an audit until all follow-up actions have been completed.
- Oversee implementation of all non-audit related tasks of the IAD Regional Office including, participation in planned professional development efforts by Regional Staff Auditors.
- Ensure that the IAD Regional Office Work Plan and Budget Status Reports are submitted timely and accurately.
- Attend meetings of the Regional Health Committee as required by the Regional Director of Health to report on significant audit findings relevant to auditees in the region.

Communication and Working Relationship

- Foster good communication and team working relationships within the organization

- Liaise with Regional Health Director and other Heads of Departments of the Regional Health Directorate and other related agencies on issues relating to internal audit.
- Liaise appropriately with the GHS Management, ensuring open and effective communication is maintained.
- Be a visible and approachable resource for staff for matters relating to internal audit.

Personal & People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of internal audit
- Monitor own performance against agreed objectives.
- Undertake training, coaching and performance appraisals for staff in the Department.

Management

- Provide effective leadership in the Unit.
- Coordinate activities within the Unit.
- Ensure effective use of resources in the Unit.
- Promote a positive image of the GHS.
- Devise improved job methods for increasing efficiency
- Ensure that complete, accurate and up to date records are maintained in the Unit in accordance with the GHS Guidelines for record keeping and management
- Plan unit workload and manage the unit to accomplish work on schedule
- Prepare and implement departmental budget according to organizational policies and guidelines.

Health and Safety Responsibilities

- Take care of own safety and ensure the safety of other staff in the unit.
- Promote adherence to existing health and safety policies and procedures of the GHS/MOH.
- Promote maintenance of safe systems and safe workplace.

Quality Assurance

- Promote adherence to the GHS quality assurance policy and guidelines.
- Act as a role model in quality improvement.
- Keep up-to-date with quality developments relevant to area of work and related services.
- Continuously monitor activities against quality standards, anticipating factors that may reduce quality and taking effective action to address them.

Further Information

- The post holder must at all times:
 - o Work in accordance with the GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient's Charter.
 - o Participate in National Health Programmes

- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification
Regional Internal Audit Supervisor

Criteria	Essential	Desirable
Educational Qualification	<p>Relevant professional qualification (ICA, ACCA, and CPA) with a minimum of 3 years post qualification experience in similar position in the public sector or professional accounting firm.</p> <p>Evidence of leadership and continuing professional development and training in Audit/Accounts/Finance</p>	<p>Postgraduate qualification in Audit/Accounts/Finance Health Economics/Public Health</p>
Knowledge & Experience	<p>A broad knowledge base and experience of GHS policies and operating procedures.</p> <p>A broad knowledge base of standards for the Professional Practice of Internal Auditing</p> <p>A broad knowledge base of Financial Rules and Regulations particularly with regard to health sector</p> <p>Knowledge and experience in coordinating and implementing Research and development programmes.</p>	<p>Working experience in the Health sector</p>
Skills & Abilities	<p>Excellent written and verbal communication skills.</p> <p>Good planning and report writing skills</p> <p>Ability to mobilize necessary resources for achieving goals</p> <p>Ability to spell out and assign roles and responsibilities</p> <p>Sensitivity and ability to ensure efficient use of resources</p> <p>Ability to organize and manage workload, work under pressure to meet tight deadlines.</p> <p>Demonstrated ability to work on own initiative.</p> <p>Computer skills.</p> <p>Excellent problem-solving skills</p> <p>Firm, fair, tactful and tolerant.</p>	

10.0 REGIONAL, DISTRICT DIRECTORS OF HEALTH SERVICES AND MEDICAL SUPERINTENDENT

10.1 Regional Director of Health Services

Job Title : Regional Director of Health Services

Grade : Director

Responsible To : Director-General, GHS

Accountable To : Director General, GHS

Job Purpose

To ensure policy translation, implementation, coordination, monitoring and evaluation; provide direction in the management of all areas of health services delivery and to advise the RCC on health matters in the region

Main Duties and Responsibilities

- Be responsible for the day-to-day administration of the Service in the region
- Ensure the implementation of decisions of the Regional Health Council
- Set and coordinate work programmes to achieve set targets in the Region
- Provide leadership and supervisory role in the execution of all health programmes and health activities in the region
- Lead in the development and implementation of systems for monitoring and evaluation of clinical care and public health programmes in the Region.
- Lead in the planning and coordination of capital development projects for health facilities in the Region.
- Ensure efficient management system within health institutions in the Region.
- Provide quality direction and feedback to the districts on their performance
- Ensure the translation and adaptation of national health policies for the region
- Ensure the execution of performance contracts signed with the districts and other health service providers in the region
- Oversee plans and budget preparation and implementation as well as control and monitoring of finances in the Regional Health Directorate
- Ensure the development and effective management of the financial and human resources of the region
- Promote the corporate image of the Service in the region
- Contribute to the implementation and evaluation of national health policies within the GHS.
- Contribute to policy development, analysis and review in the Ghana Health Service (GHS).
- Contribute to the development of medium/Long term strategic plans for the GHS
- Prepare and submit annual, routine and other reports to the DG

Communication and Working Relationship

- Foster good communication and team working relationships within the organization

- Develop working partnership networks with individuals, groups, communities and agencies
- Liaise with other National, Regional and District Directors in GHS, Regional Coordinating Council, Director-General of GHS, Health Partners, NGOs, Community leaders and other external health related agencies on issues of health importance in the Region
- Liaise appropriately with the GHS Management, ensuring open and effective communication is maintained.
- Be a visible and approachable resource for staff and general public for health matters in the region.

Personal & People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of health service management.
- Monitor own performance against agreed objectives.
- Create an enabling environment to promote staff development.
- Arrange for continuing professional education and ensure performance appraisals for staff in the Regional Health Directorate.

Management

- Provide effective leadership in the Regional Health Directorate.
- Coordinate activities of all departments within the Regional Health Directorate.
- Ensure effective use of resources in the Directorate.
- Promote a positive image of the GHS.
- Devise improved job methods for increasing efficiency
- Ensure that complete, accurate and up to date records are maintained in the Directorate in accordance with the GHS Guidelines for record keeping and management
- Plan divisional workload and manage the Directorate to accomplish work on schedule
- Prepare and implement the directorate budget according to organizational policies and guidelines.

Research

- Co-ordinate and implement R & D programmes.
- Apply relevant evidence-based research findings.

Health and Safety Responsibilities

- Take care of own safety and ensure the safety of other staff in the Directorate.
- Promote adherence to existing health and safety policies and procedures of the GHS/MOH.
- Promote maintenance of safe systems and safe workplace.

Quality Assurance

- Promote adherence to the GHS quality assurance policy and guidelines.
- Act as a role model in quality improvement.
- Keep up-to-date with quality developments relevant to area of work and related services.

- Continuously monitor activities against quality standards, anticipating factors that may reduce quality and taking effective action to address them.

Further Information

- The post holder must at all times:
 - o Work in accordance with the GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient's Charter.
 - o Participate in National Health Programmes
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification

Regional Director of Health Services, GHS

Criteria	Essential	Desirable
Educational Qualification	Senior Health Professional Postgraduate qualification in a Public Health or related field (Masters or equivalent) Evidence of leadership and continuing professional development and training in Health management	Degree in Medicine Member of relevant Professional Body (e.g. GPGC)
Knowledge & Experience	A minimum of FIVE (5) years working experience in management at senior level. A minimum of FIVE (5) years public health practice Project management Budget management A broad knowledge base and experience of GHS policies and operating procedures. Knowledge and experience of quality assurance. Knowledge in epidemiology and statistics Knowledge and experience in coordinating and implementing Research and development programmes. Experience in service development.	Experience of multi-agency networking.
Skills & Abilities	Excellent written and verbal communication skills. Strategic thinker Planning, organization and supervisory skills Ability to work, lead and manage a multi-disciplinary team Ability to make effective and persuasive speeches and presentations on complex and controversial topics. Ability to organize and manage workload, work under pressure to meet tight deadlines. Demonstrated ability to work on own initiative. Computer skills. Excellent problem-solving skills	

10.2 MEDICAL SUPERINTENDENT

Job Title : Medical superintendent

Grade : Deputy Director

Responsible To : Regional Director

Accountable To : Director General

Job Purpose

Take a lead role in the management of the facility.

Job Summary

- Be responsible for the overall management of the facility
- Ensure the delivery of quality clinical services in the facility
- Ensure effective human and material resource management in the facility
- Provide clinical services

Main Duties and Responsibilities

- Lead in the development, monitoring, evaluation and implementation of clinical services in the facility in accordance with the national health policy.
- Ensure that high clinical standards are met in the provision of medical services.
- Ensure quality clinical practice through performance standards and statistical information
- Set and coordinate work programmes to achieve set targets in the facility
- Facilitate the development of operational policies, systems and procedures for efficient service delivery and for assessing and minimizing risk to all staff
- Ensure that clinical services provided in the facility meet the physical, social and emotional needs of patients/clients.
- Allocate at least 30% of time to direct clinical services
- Ensure that the waiting time objectives are met.
- Provide leadership and technical support in the development of clinical protocols and guidelines using a multidisciplinary team.
- Lead in the preparation of strategic plan for the hospital and advocate for its implementation
- Lead in the establishment and implementation of effective monitoring and supervision system for the facility.
- Provide leadership for the development of plans and budget for the facility
- Play a lead role in the development of services to meet local needs.
- Promote evidence-based practice
- Contribute to policy formulation for the organization

Communication and Working Relationship

- Foster good communication and team working relationships in the facility
- Develop working partnership networks with individuals, groups, communities and agencies

- Liaise with other Medical Superintendents, Regional and District Health Director, District Assembly, NGOs, Community leaders and other external health related agencies on issues of health importance in the community.
- Liaise appropriately with the Head of Departments in the facility, ensuring open and effective communication is maintained.
- Be a visible and approachable resource for staff and general public for health matters in the community.
- Lead in ensuring that patients' right are protected.
- Be able to work with and direct all categories of staff in the facility in a fair and impartial manner

Personal & People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of health service management.
- Monitor own performance against agreed objectives.
- Create an enabling environment to promote staff development.
- Arrange for continuing professional education and ensure performance appraisals for staff in the facility.
- Keep up to date with current developments in clinical services.
- Lead in the development of skills through small group teaching in the facility.
- Ensure orientation of new health personnel in the facility.

Management

- Provide effective leadership in the facility.
- Coordinate activities of all departments within the facility.
- Ensure proper documentation and prudent use of resources in the facility.
- Ensure regular availability of logistics, drugs, supplies and equipment in the facility
- Ensure that the equipment needs of the facility are met.
- Ensure 24 hour service delivery in the hospital.
- Promote a positive image of the GHS.
- Devise improved job methods for increasing efficiency in the facility.
- Ensure that complete, accurate and up to date records are maintained in the facility in accordance with the GHS Guidelines for record keeping and management
- Oversee the preparation and implementation of the facility plans and budget according to organizational policies and guidelines.
- Be ultimately responsible for the provision of managerial and technical support for all clinical and support services in the facility.

Research

- Provide technical support to and direct staff undertaking clinical research
- Conduct operational research
- Make use of the research findings
- Mobilize funding for research

Health and Safety Responsibilities

- Promote adherence to existing health and safety policies and procedures of the GHS/MOH.

- Ensuring that:
 - Appropriate resources for safety practices are available in the various units within the facility
 - Equipment is maintained according to GHS Policy
 - Training in health and safety hazards is up to date
 - Staff comply with infection prevention protocols
- Ensure personal safety, staff safety and that of clients/patients in the facility

Quality Assurance

- Ensure that quality assurance systems are in place for monitoring quality and for investigating incidents and complaints in the Health Facility
- Collaborate with health team members to assess and evaluate clinical practice.
- Support the management of clinical audit, promoting and participating in Quality Assurance issues including multidisciplinary audit and quality initiatives.
- Ensure that staff comply with the GHS/MOH quality assurance guidelines.
- Serve as a role model in quality improvement, offering advice and support to others.
- Keep up-to-date with quality developments relevant to area of work and related services, alerting others to new developments and the implications of these for their practice.
- Continuously monitor activities against quality standards, anticipating factors that may reduce quality and taking effective action to address them.
- Lead in the prompt identification and investigate poor quality services, the contributing factors and methods for addressing them.

Further Information

- The post holder must at all times:
 - Work in accordance with the GHS/Medical and Dental council Code of Professional Conduct and Disciplinary Procedure.
 - Strictly adhere to the provisions of the Patient's Charter.
 - Participate in National Health Programmes
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification Medical Superintendent

Criteria	Essential	Desirable
Educational Qualification	MB ChB ,MD, BDS OR equivalent A relevant Postgraduate MPH,MSc(Health policy and management), MA (hospital management) MSc(health services planning and management) OR Post Graduate diploma or Certificate in Management. Evidence of leadership and continuing professional development and training in Health management	
Knowledge & Experience	A minimum of 5 years satisfactory service. Project and budget management A broad knowledge base and experience of GHS policies and operating procedures.	Experience of multi-agency networking.

	<p>Knowledge and experience of quality assurance. Experience of working in a multi-disciplinary team environment Supervisory/team leader experience Wide range of experience in all aspects of hospital services Research experience Clinical experience</p>	
Skills & Abilities	<p>Excellent written and verbal communication skills. Planning, organization and supervisory skills Ability to work, lead and manage a multi-disciplinary team Ability to organize and manage workload, work under pressure to meet tight deadlines. Demonstrated ability to work on own initiative. Computer skills. Excellent problem-solving skills</p>	

10.3 District Director of Health Services

Job Title : District Director of Health Services, GHS.

Grade : Deputy Director

Responsible To : Regional Director of Health Services

Accountable To : Director General, GHS

Job Purpose

To ensure policy translation, implementation, coordination, monitoring and evaluation; provide direction in the management of all areas of health services delivery in the district and to advise the District Assembly on health matters in the district

Main Duties and Responsibilities

- Be responsible for the day-to-day administration of the Service in the district
- Provide leadership and supervisory role in the execution of all health programmes and health activities in the district
- Monitor the implementation of both clinical and public health interventions including communicable disease control and surveillance, reproductive, adolescent and child health, nutrition and health promotion in the district.
- Ensure the implementation of decisions of the District Health Management Committee/Team
- Ensure the translation and adaptation of national and regional health policies for the district
- Lead in the preparation of strategic plan for district health services and advocate for its implementation
- Lead in the establishment and implementation of effective monitoring and supervision system for service delivery in the district.
- Plan and organize human and material resources for health service delivery in the district.
- Provide expert advice on health to the District Assembly.
- Provide quality direction and feedback to the sub-districts on their performance
- Develop and implement plans to support EPI and other targets in the District.
- Investigate disease outbreaks
- Ensure emergency preparedness from a public health perspective.
- Provide leadership and technical support to develop protocols and guidelines for medical services in th using a multidisciplinary team.
- Oversee plans and budget preparation and implementation as well as control and monitoring of finances in the District Health Administration

Communication and Working Relationship

- Foster good communication and team working relationships within the District Health Directorate.
- Develop working partnership networks with individuals, groups, communities and agencies

- Liaise with Medical Superintendents, Regional and other District Health Directors, District Assembly, NGOs, Community leaders and other external health related agencies on issues of health importance in the District.
- Liaise appropriately with the District Health Management Team, ensuring open and effective communication is maintained.
- Be a visible and approachable resource for staff and general public for health matters in the District.
- Be able to work with and direct all categories of health staff in the District Health Directorate in a fair and impartial manner

Personal & People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of health service management.
- Monitor own performance against agreed objectives.
- Create an enabling environment to promote staff development.
- Arrange for continuing professional education and ensure performance appraisals for staff in the District Health Directorate.
- Keep up to date with current developments in health service delivery.
- Ensure orientation of new health personnel in the District Health Directorate.

Management

- Provide effective leadership in the District Health Directorate.
- Coordinate activities of all sub-districts in the district.
- Ensure proper documentation and prudent use of resources in the District Health Directorate.
- Ensure regular availability of logistics, drugs, supplies and equipment in the District Health Directorate and the sub-districts
- Promote a positive image of the GHS.
- Devise improved job methods for increasing efficiency.
- Ensure that complete, accurate and up to date records are maintained in the District Health Directorate in accordance with the GHS Guidelines for record keeping and management
- Coordinate the preparation and implementation of the sub-district plans and budget

Research

- Provide technical support to and direct staff undertaking research
- Conduct operational research
- Make use of the research findings
- Mobilize funding for research

Health and Safety Responsibilities

- Promote adherence to existing health and safety policies and procedures of the GHS/MOH.
- Ensure personal safety, staff safety and that of clients in the District Health Directorate

Quality Assurance

- Ensure that quality assurance systems are in place for monitoring quality and for investigating incidents and complaints in the health facilities in the district
- Support the management of clinical audit, promoting and participating in Quality Assurance issues including multidisciplinary audit and quality initiatives.
- Ensure that staff comply with the GHS/MOH quality assurance guidelines.
- Serve as a role model in quality improvement, offering advice and support to others.
- Keep up-to-date with quality developments relevant to area of work and related services, alerting others to new developments and the implications of these for their practice.

Further Information

- The post holder must at all times:
 - Work in accordance with the GHS Code of Professional Conduct and Disciplinary Procedure.
 - Strictly adhere to the provisions of the Patient's Charter.
 - Participate in National Health Programmes
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification

District Director of Health Services, GHS

Criteria	Essential	Desirable
Educational Qualification	Senior Health Professional A relevant Postgraduate MPH, MSc (Health policy and management), MA (hospital management) MSc (health services planning and management) Evidence of leadership and continuing professional development and training in Health management	Degree in Medicine
Knowledge & Experience	A minimum of 5 years satisfactory service. Project and budget management A broad knowledge base and experience of GHS policies and operating procedures. Knowledge and experience of quality assurance. Experience of working in a multi-disciplinary team environment Supervisory/team leader experience Wide range of experience in all aspects of hospital services Research experience	Experience of multi-agency networking.
Skills & Abilities	Excellent written and verbal communication skills. Planning, organization and supervisory skills Ability to work, lead and manage a multi-disciplinary team Ability to organize and manage workload, work under pressure to meet tight deadlines. Demonstrated ability to work on own initiative. Computer skills. Excellent problem-solving skills	

11.0 EXECUTIVE SECRETARY, GHS

11.1 Executive Secretary, GHS Council

Job Title : Executive Secretary, GHS Council.

Grade : Executive Secretary

Responsible To : Director General, GHS.

Accountable To : Chairman, GHS Council.

Job Purpose

To be responsible for the smooth running of the Secretariat of Council and to have an oversight responsibility for the effective running of the Structures of Council at both National and Regional levels.

Main duties and Responsibilities:

- Provide managerial and administrative support to the GHS Council, including planning and organizing the activities of Council.
- Advise Council on matters of Policy, operational procedures, rules and guidelines.
- Initiate and or draft proposed policies for Council.
- Review draft policies presented to Council by the Executive.
- Establish and maintain effective documentary support for the activities of Council and its Committees.
- Follow-up Councils' decisions for implementation.
- Review reports of Regional Health Committees and provide feedback.
- Provide support to Regional and District Health Committees.
- Provide input for Councils' budget.
- Produce periodic reports on Council's activities.
- Play a leading role in the annual performance review of Council.

Communication and Working Relationships

- Provide Council (Members) with the needed/relevant information for effective performance.
- Foster good communication and working relationship amongst Council members.
- Work to sustain good relationship between the GHS Council and the MOH and Boards/ Councils of its other Agencies.
- Participate in multi- professional meetings and Conference.
- Convene Meetings of Council and Committees of council.

Staff Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of work
- Monitor own performance against agreed objectives.

- Provide a system that will ensure the speedy processing of Council's approval for the recruitment, distribution, promotion and disciplining of staff.

Management

- Coordinate activities in the Council Secretariat.
- Ensure effective use of resources in the Secretariat.
- Promote a positive image of the GHS.
- Devise improved job methods for increasing efficiency in the Secretariat.
- Ensure that complete, accurate and up to date records are maintained in the Secretariat.
- Plan the Secretariat workload and manage secretariat to accomplish work on schedule
- Prepare and implement the secretariat budget according to organizational policies and guidelines.

Health and Safety Responsibilities

- Take care of own safety and ensure the safety of other staff in the secretariat.
- Promote maintenance of safe systems and safe workplace.

Quality Assurance

- Promote adherence to the GHS quality assurance policy and guidelines.
- Act as a role model in quality improvement.
- Keep up-to-date with quality developments relevant to area of work and related services.

Further Information

- The post holder must at all times:
 - o Work in accordance with the GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient's Charter.
 - o Participate in National Health Programmes
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification: Executive Secretary, GHS Council

Criteria	Essential	Desirable
Educational Qualification	A B.Sc. Degree (Health Service Administration option) plus a Masters Degree in Health Service Administration/Management or other related field.	Membership of recognized relevant professional body.
Working Experience.	Five years working experience as a Deputy Chief Health Service Administrator and/or Two or more years working experience at the level of Deputy Director of the GHS.	

Knowledge and General Experience	<p>A broad knowledge base and experience of GHS policies, rules, regulations and operating procedures.</p> <p>Experience in policy formulation</p> <p>Experience in planning and implementation of operational and strategic action plans.</p>	
Skills	<p>Excellent writing and verbal communication skills.</p> <p>Ability to work with people of high profile with diverse rich experience and qualifications.</p> <p>Ability to organize and work under pressure.</p> <p>Ability to work on own initiative.</p> <p>Computer skills.</p> <p>Excellent problem-solving/ arbitration skills.</p>	
Personal Attributes	<p>Be patient and persuasive</p> <p>Be factually judgmental</p> <p>Ability to think on the feet</p>	

12.0 EXECUTIVE SECRETARY, CHAG

12.1 Executive Secretary, CHAG

Job Title : Executive Secretary, CHAG

Responsible To : Executive Board, CHAG

Accountable To : Executive Board, CHAG.

Job Purpose

To coordinate the affairs of all CHAG members to promote the healing ministry among CHAG members

Main duties and Responsibilities:

- Provide managerial and administrative support to the CHAG Executive Board, including Planning and Organizing the activities of CHAG.
- Advise the CHAG Executive Board on matters of Policy, operational procedures, rules and guidelines.
- Initiate and or draft proposed policies for the Executive Board.
- Support and participate in the development and implementation of national health policies.
- Establish and maintain effective documentary support for the activities of CHAG.
- Follow-up Executive Board's decisions for implementation.
- Strengthen capacity of CHAG members through training programmes.
- Provide administrative support to Regional CHAG directorates.
- Prepare annual budget for the CHAG Executive Board
- Produce periodic reports on activities of CHAG
- Play a leading role in the annual performance review of CHAG.
- Ensure that the health needs of the poor and the marginalized are addressed through advocacy public relations and networking.

Communication and Working Relationships:

- Provide Executive Board of CHAG with the needed/relevant information for effective performance.
- Foster good communication and working relationship amongst CHAG members.
- Work to sustain good relationship between the CHAG, the MOH, GHS, Donors, NGOs other Agencies associated with health service provision.
- Participate in multi- professional meetings and Conference.

Staff Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of work.
- Monitor own performance against agreed objectives.
- Provide a system that will ensure the speedy processing of Executive Board's approval for the recruitment, distribution, promotion and disciplining of staff.

Management

- Coordinate activities in the CHAG Secretariat.
- Ensure effective use of resources in the Secretariat.
- Promote a positive image of CHAG.
- Devise improved job methods for increasing efficiency in the Secretariat.
- Ensure that complete, accurate and up to date records are maintained in the Secretariat
- Plan the Secretariat workload and manage secretariat to accomplish work on schedule
- Prepare and implement the secretariat budget according to organizational policies and guidelines.

Health and Safety Responsibilities

- Take care of own safety and ensure the safety of other staff in the secretariat.
- Promote maintenance of safe systems and safe workplace.

Quality Assurance

- Promote adherence to the GHS/CHAG quality assurance policy and guidelines.
- Act as a role model in quality improvement.
- Keep up-to-date with quality developments relevant to area of work and related services.

Further Information

- The post holder must at all times:
 - o Work in accordance with the CHAG Code of Professional Conduct and Disciplinary Procedure.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification: Executive Secretary, CHAG

Criteria	Essential	Desirable
Educational Qualification	A B.Sc. Degree in Health Service Administration, Health Economics, Health Policy plus a Masters Degree in Health Service Administration/Management or other related field.	Membership of recognized relevant professional body.
Working Experience.	Five years working experience as a Senior Health Personnel and/or two or more years working experience at the level of Deputy Director of the GHS.	
Knowledge and General Experience	A broad knowledge base and experience of CHAG and public health policies, rules, regulations and operating procedures. Experience in policy formulation Experience in planning and implementation of	

	operational and strategic action plans.	
Skills	<p>Excellent writing and verbal communication skills.</p> <p>Ability to work with people of high profile with diverse rich experience and qualifications.</p> <p>Ability to organize and work under pressure.</p> <p>Ability to work on own initiative.</p> <p>Computer skills.</p> <p>Excellent problem-solving/ arbitration skills.</p>	
Personal Attributes	<p>Be patient and persuasive</p> <p>Be factually judgmental</p> <p>Ability to think on the feet</p>	

13.0 PROGRAMME MANAGERS

13.1 Programme Manager, National Malaria Control Programme

Job Title	:	Programme Manager, National Malaria Control Programme
Grade	:	Public Health Specialist
Responsible To	:	Director, Public Health, GHS
Accountable To	:	Director General, GHS

Job Purpose

Provide leadership to ensure that malaria does not remain as a public health problem in Ghana

Main Duties and Responsibilities

- Plan for malaria control at the national level
- Develop malaria related policies and strategies
- Ensure implementation of malaria interventions
- Facilitate the dissemination of malaria control policies and strategies
- Develop capacity at all levels of the Service to manage malaria
- Coordinate all malaria control activities inter-sectorally
- Estimate and manage logistics and supplies for the programme
- Undertake routine monitoring, supervision and evaluation of malaria control interventions
- Manage human resource needs for the
- Collate and submit routine, quarterly and annual reports of the programme to relevant stakeholders

Communication and Working Relationship

- Foster good communication and team working relationships within the organization
- Develop working partnership networks with individuals, groups, communities and agencies
- Liaise with Ministry of Health, WHO, other Health Partners and other related agencies on matters relating to malaria control
- Liaise appropriately with the GHS Management, ensuring open and effective communication is maintained.
- Be a visible and approachable resource for staff for matters relating to malaria control

Personal & People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of malaria control.
- Monitor own performance against agreed objectives.

- Keep up to date with current developments in malaria control and public health services.

Management

- Provide effective leadership for the Malaria Control Programme.
- Coordinate activities of all programme officers, data managers, technical officers etc within the programme.
- Ensure effective use of resources for the Programme.
- Promote a positive image of the GHS.
- Ensure that complete, accurate and up to date records are maintained
- Prepare and implement programme budget according to organizational policies and guidelines.

Research

- Co-ordinate and implement R & D programmes.
- Apply relevant evidence-based research findings.

Health and Safety Responsibilities

- Take care of own safety and ensure the safety of other staff in the department.
- Promote adherence to existing health and safety policies and procedures of the GHS/MOH.
- Promote maintenance of safe systems and safe workplace.

Quality Assurance

- Promote adherence to the GHS quality assurance policy and guidelines.
- Act as a role model in quality improvement.
- Keep up-to-date with quality developments relevant to area of work and related services.
- Continuously monitor activities against quality standards, anticipating factors that may reduce quality and taking effective action to address them.

Further Information

- The post holder must at all times:
 - o Work in accordance with the GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient's Charter.
 - o Participate in National Health Programmes
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

**Person Specification
Programme Manager, National Malaria Control**

Criteria	Essential	Desirable
<i>Educational Qualification</i>	Senior Health Professional Degree in Medicine plus relevant postgraduate Degree (Masters degree in Public Health, Epidemiology, Malariology) Evidence of leadership and continuing professional development and training in Health management	Register with relevant Professional Body (e.g. GMDC, West Africa College of Physicians).
<i>Knowledge & Experience</i>	A minimum of FIVE (5) years working experience in management at senior level. A broad knowledge base and experience in public health services A broad knowledge base and experience in project and budget management A broad knowledge base and experience of GHS policies and operating procedures. Knowledge and experience in research proposal writing, research dissemination, Knowledge in coordinating and implementing Research and development programmes.	Experience of multi-agency networking.
<i>Skills & Abilities</i>	Excellent report writing and verbal communication skills. Ability to work, lead and manage a multi-disciplinary team. Ability to organise workload, work under pressure to meet tight deadlines. Demonstrated ability to work on own initiative. Computer skills. Excellent problem-solving skills	Interpersonal skills in management and group decision-making

13.2 Coordinator, Child Health Programme

Job Title : Coordinator, Child Health Programme

Grade : Public Health Specialist

Responsible To : Director, Public Health, GHS

Accountable To : Director General, GHS

Job Purpose

To coordinate the child health programmes of GHS

Main Duties and Responsibilities

- Advise GHS/Ministry on policies related to child health
- Be responsible for child health policies
- Work in collaboration with relevant units, and individuals in the development of guidelines and protocols for the implementation of child health programmes
- Provide technical support to Regions and districts where necessary in the formulation of plans for implementing Child Health Programmes
- Advise on essential inputs and logistic support for child health activities
- Monitor and evaluate child health programme
- Liaise with external support agencies in collaboration with External Aid Coordinator
- Prepare quarterly, semi and annual reports for review

Communication and Working Relationship

- Foster good communication and team working relationships within the organization
- Develop working partnership networks with individuals, groups, communities and agencies
- Liaise with Ministry of Health, WHO, other Health Partners and other related agencies on matters relating to child health
- Liaise appropriately with the GHS Management, ensuring open and effective communication is maintained.
- Be a visible and approachable resource for staff for matters relating to child health

Personal & People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of malaria control.
- Monitor own performance against agreed objectives.
- Keep up to date with current developments in malaria control and public health services.

Management

- Provide effective leadership for the Child Health Programme.

- Coordinate activities of all programme officers, data managers, technical officers etc within the programme.
- Ensure effective use of resources for the Programme.
- Promote a positive image of the GHS.
- Ensure that complete, accurate and up to date records are maintained
- Prepare and implement programme budget according to organizational policies and guidelines.

Research

- Co-ordinate and implement R & D programmes.
- Apply relevant evidence-based research findings.

Health and Safety Responsibilities

- Take care of own safety and ensure the safety of other staff in the department.
- Promote adherence to existing health and safety policies and procedures of the GHS/MOH.
- Promote maintenance of safe systems and safe workplace.

Quality Assurance

- Promote adherence to the GHS quality assurance policy and guidelines.
- Act as a role model in quality improvement.
- Keep up-to-date with quality developments relevant to area of work and related services.
- Continuously monitor activities against quality standards, anticipating factors that may reduce quality and taking effective action to address them.

Further Information

- The post holder must at all times:
 - o Work in accordance with the GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient's Charter.
 - o Participate in National Health Programmes
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification

Coordinator, Child Health Programme

Criteria	Essential	Desirable
Educational Qualification	Senior Health Professional Degree in Medicine plus relevant postgraduate Degree (Masters degree in Public Health, Epidemiology, Malariology) Evidence of leadership and continuing professional development and training in Health management	Register with relevant Professional Body (e.g. GMDC, West Africa College of Physicians).
Knowledge & Experience	A minimum of FIVE (5) years working experience in management at senior level.	Experience of multi-agency networking.

	<p>A broad knowledge base and experience in public health services</p> <p>A broad knowledge base and experience in project and budget management</p> <p>A broad knowledge base and experience of GHS policies and operating procedures.</p> <p>Knowledge and experience in research proposal writing, research dissemination,</p> <p>Knowledge in coordinating and implementing Research and development programmes.</p>	
Skills & Abilities	<p>Excellent report writing and verbal communication skills.</p> <p>Ability to work, lead and manage a multi-disciplinary team.</p> <p>Ability to organise workload, work under pressure to meet tight deadlines.</p> <p>Demonstrated ability to work on own initiative.</p> <p>Computer skills.</p> <p>Excellent problem-solving skills</p>	<p>Interpersonal skills in management and group decision-making</p>