

**SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS**

Ministry: Social Security, National Solidarity and Reform Institutions

Post: Director, Medical Unit

Salary: Rs 50,000 x 1,500 – 56,000 x 2,000 – 68,000 (09 75 85)

Effective Date: 10 November 2011

Qualifications: A. By selection from among –

- (i) officers in the grade of Assistant Director, Medical Unit who reckon at least three years' service in a substantive capacity in the grade or an aggregate of seven years' service in a substantive capacity in the grades of Assistant Director, Medical Unit and Medical and Health Officer/Senior Medical and Health Officer in the Ministry of Health and Quality of Life;

AND

- (ii) officers in the grade of Medical and Health Officer/Senior Medical and Health Officer in the Ministry of Health and Quality of Life who reckon at least seven years' service in a substantive capacity in the grade.

Candidates should possess excellent managerial and leadership skills.

Role and Responsibilities: To align the policies and strategies of the Medical Unit to the overall vision, mission and strategic objectives of the Ministry.

- Duties:**
1. To be responsible to the head of the Ministry for –
 - (a) co-ordinating and monitoring the work of medical practitioners employed by the Ministry;
 - (b) setting up Medical Boards and Medical Tribunals for social security and industrial injury benefits;
 - (c) ensuring that inmates of recognised infirmaries and other institutions receive regular and adequate medical care;
 - (d) advising on the medical aspects of policy affecting social security and occupational diseases;

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CERTIFIED CORRECT


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*for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms*

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- (e) exercising control over medical certificates in respect of social security and industrial injury benefits;
 - (f) representing the Ministry on boards and committees, as and when required;
 - (g) supervising the anti-influenza vaccination campaign and the mental rehabilitation for elderly;
 - (h) ensuring the proper running of medical activities of the Health Clubs; and
 - (i) the training and mentoring of staff.
2. To use ICT in the performance of his duties.
3. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Director, Medical Unit in the roles ascribed to him.



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