

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

**Ministry:** Health and Quality of Life

**Post:** Manager, Hospital Services

**Salary:** Rs 82,500 (02 00 91)

**Effective Date:** 20 April 2012

**Qualifications:** I. By selection from among –

A. serving officers who hold a substantive appointment not below the grade of Principal Assistant Secretary and who reckon at least five years' experience at senior management level.

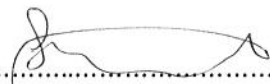
AND

B. candidates who –

- (i) possess a Cambridge Higher School Certificate or passes in at least two subjects obtained on one certificate at the General Certificate of Education "Advanced Level";
- (ii) possess a degree in Management or Human Resource Management or Public Sector Management or Business Administration or Health Care Administration from a recognised institution;
- (iii) possess a Master's Degree in one of the following fields from a recognised institution –
  - (a) Management
  - (b) Human Resource Management
  - (c) Public Sector Management
  - (d) Business Administration
  - (e) Health Care Administration

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**CERTIFIED CORRECT**



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

Date..... 20 APR 2012 .....



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OR

Equivalent qualifications to IB(i), IB(ii) and IB(iii) above acceptable to the Public Service Commission;

- (iv) reckon at least seven years' experience at senior management level; and
- (v) are computer literate.

II. Candidates should –

- (i) possess strong leadership qualities and sound analytical and excellent organisational, interpersonal and communication skills;
- (ii) be positive, highly motivated, proactive and be able to manage pressure and take initiatives; and
- (iii) have consistent commitment to public sector goals and sound financial management.

**Note**

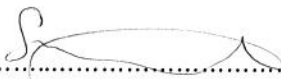
Qualification at IB(i) above should have been obtained prior to qualification at IB(ii) above and qualification at IB(ii) above should have been obtained prior to qualification at IB(iii) above. However, candidates who, as at 30 June 2008, did not possess the qualification at IB(i) above but who possess the qualifications at IB(ii) and IB(iii) above, will also be considered provided they hold –

- (a) a Cambridge School Certificate or passes obtained on one certificate at the General Certificate of Education "Ordinary Level" either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject or an equivalent qualification acceptable to the Public Service Commission; and
- (b) a PhD or a second Master's Degree or a postgraduate diploma from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.

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Qualification at (a) under 'Note' should have been obtained prior to qualifications at IB(ii) and IB(iii) above and at (b) under 'Note'.

Candidates should produce written evidence of experience/knowledge claimed.

**Role and  
Responsibilities:**

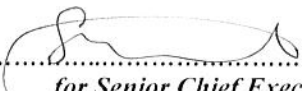
To be responsible for ensuring the provision of a cost-effective and quality service in a regional hospital and its annexed health institutions.

**Duties:**

1. To be responsible to the Head of the Ministry for the following –
  - (i) the management of the regional hospital and the annexed health institutions under his charge;
  - (ii) the implementation of all health policies and programmes in a region;
  - (iii) driving/leading and implementing strategic plans;
  - (iv) monitoring development projects;
  - (v) ensuring continuous service quality improvement and performing co-ordinating roles with associated units;
  - (vi) driving and monitoring the broad spectrum of the units' administration to be in line with strategic directions; and
  - (vii) maintaining discipline and ensuring that rules and regulations are complied with.
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 Manager, Hospital Services in the roles ascribed to him.



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