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REPUBLIC OF KENYA

Revised Scheme of Service
for
Public Health Assistants
and
Public Health Officers

March, 2014

APPROVED BY THE PUBLIC SERVICE COMMISSION
AND
ISSUED BY THE DIRECTORATE OF PUBLIC SERVICE MANAGEMENT

Revised Scheme of Service

for

Public Health Assistants

and

Public Health Officers

REPUBLIC OF KENYA



THE PRESIDENCY
MINISTRY OF DEVOLUTION AND PLANNING

Telegraphic address: "Personnel", Nairobi
Telephone: Nairobi 2227411
Fax. 243620
Web: <http://www.devolutionandplanning.go.ke>
Email: @devolutionandplanning.go.ke

Directorate of Public Service Management
P.O. Box 30050 – 00100
NAIROBI.

Ref. No MDP/DPSM/HRM/4/170/(6)

11th April, 2014

.....
and date

The Principal Secretary,
Ministry of Health,
NAIROBI.

**REVISED SCHEME OF SERVICE FOR PUBLIC HEALTH ASSISTANTS AND
PUBLIC HEALTH OFFICERS**

I am pleased to inform you that the Revised Scheme of Service for Public Health Assistants and Public Health Officers which forms an appendix to this letter has been finalized and is ready for implementation with effect from March, 2014.

The Schemes establishes four (4) grades of Public Health Assistants, six (6) grades of Assistants Public Health Officers and eight (8) grades of Public Health Officers. It provides clear and concise job descriptions and specifications at all levels within the grading structure. The provisions of this Scheme once implemented will no doubt greatly assist in the recruitment, deployment, retention and general development of the Public Health Assistants and Public Health Officers.

Please take the necessary action and ensure that the provisions of the Scheme of Service are brought to the attention of all officers concerned.

A handwritten signature in black ink, appearing to read 'J. Nkoroi'.

Juster Nkoroi, EBS
PRINCIPAL ADMINISTRATIVE SECRETARY

Copy to: The Secretary
Public Service Commission
NAIROBI

REVISED SCHEME OF SERVICE FOR PUBLIC HEALTH ASSISTANTS AND PUBLIC HEALTH OFFICERS

1. AIMS AND OBJECTIVES

- (i) To provide for a clearly defined career structure, that will attract, motivate and retain suitably qualified Public Health Assistants and Public Health Officers.
- (ii) To provide clearly defined job descriptions and specifications with clear delineation of duties and responsibilities at all levels within the career structure which will ensure proper deployment and utilization of Public Health Assistants and Public Health Officers to enable them understand the requirements and demands of their job.
- (iii) To establish standards for recruitment, training and advancement within the career structure on the basis of qualifications, knowledge, competence, merit and ability as reflected in work performance and results.
- (iv) To ensure appropriate career planning and succession management.

2. ADMINISTRATION AND TRAINING SCOPE OF THE SCHEME

(a) Responsibility for Administration

The Scheme of Service will be administered by the Principal Secretary responsible for Public Health Function in conjunction with the Public Service Commission at the National Level. At the County level, the Scheme will be administered by the Chief Officer responsible for Health Service in conjunction with the County Public Service Board. In administering the Scheme, the Principal Secretary/Chief Officer will ensure that its provisions are strictly observed for fair and equitable treatment of officers and that officers are confirmed in appointment on successful completion of the probation period.

(b) Training Scope

In administering the Scheme, the Principal Secretary/Chief Officer will ensure that officers acquire the necessary qualifications prescribed in the scheme. In addition, the Principal Secretary/Chief Officer will ensure that, appropriate induction, coaching, mentoring and training opportunities and facilities are provided to assist serving officers acquire the necessary additional qualifications/specialization and experience required for both efficient performance of their duties and advancement within the career structure. Officers should also be encouraged to undertake training privately for self-development. However, in all matters of training, the Principal Secretary/Chief

Officer administering the scheme will consult the Public Service Commission/County Public Service Board.

3. THE PUBLIC HEALTH FUNCTION

The Public Health Function will involve: enforcement of the Public Health Act (Cap. 242), Food, Drugs and Chemical Substances, Act. (Cap. 254), Tobacco Control Act 2007, Alcoholic Drinks Control Act, 2010, Bio-safety Act 2009, Malaria Prevention and Control Act (Cap. 246), Meat Control Act (Cap. 356) and any other relevant legislations on public health in liaison with other relevant government agencies; formulation, implementation, interpretation and review of public health policies, guidelines, standards and procedures; plan and implement promotive and preventive health programmes; coordinate with relevant Departments and other stakeholders in the implementation of public health projects and programmes; monitor and evaluate public health projects and programmes; ensure compliance to international health regulations and rules at ports of entry; provide technical advice on promotive and preventive health; undertake research on public health, trends and other emerging issues; mobilize resources and foster collaboration and partnerships with relevant agencies in support of public health programmes; oversee the development and management of public and private mortuaries, cemeteries and crematoria; and promote innovation and modern technology in the provision of public health services.

4. GRADING STRUCTURE AND SCOPE

(a) Grading Structure

The Scheme of Service establishes four (4) grades of Public Health Assistants, six (6) grades of Assistant Public Health Officers and eight (8) grades of Public Health Officers who will be designated and graded as follows:-

PUBLIC HEALTH ASSISTANTS

APPENDIX 'A'

Designation	Job Group
Public Health Assistant III	'G'
Public Health Assistant II	'H'
Public Health Assistant I	'J'
Senior Public Health Assistant	'K'

ASSISTANT PUBLIC HEALTH OFFICERS APPENDIX 'B'

Designation	Job Group
Assistant Public Health Officer III	'H'
Assistant Public Health Officer II	'J'
Assistant Public Health Officer I	'K'
Senior Assistant Public Health Officer	'L'
Chief Assistant Public Health Officer	'M'
Principal Assistant Public Health Officer	'N'

PUBLIC HEALTH OFFICERS APPENDIX 'C'

Designation	Job Group
Public Health Officer	'K'
Senior Public Health Officer	'L'
Chief Public Health Officer	'M'
Principal Public Health Officer	'N'
Assistant Director, Public Health	'P'
Senior Assistant Director, Public Health	'Q'
Deputy Director, Public Health	'R'
Director, Public Health	'S'

(c) Conversion to the New Grading Structure

Serving Public Health Technicians and Public Health Officers will adopt and convert to the new designations and grading structure as follows:-

PUBLIC HEALTH ASSISTANTS APPENDIX 'A'

Present Designation	Job Group	New Designation	Job Group
Public Health Technician III	'G'	Public Health Assistant III	'G'
Public Health Technician II	'H'	Public Health Assistant II	'H'
Public Health Technician I	'J'	Public Health Assistant I	'J'
Senior Public Health Technician	'K'	Senior Public Health Assistant	'K'

ASSISTANT PUBLIC HEALTH OFFICERS

APPENDIX 'B'

Present Designation	Job Group	New Designation	Job Group
Public Health Officer III	'H'	Assistant Public Health Officer III	'H'
Public Health Officer II	'J'	Assistant Public Health Officer II	'J'
Public Health Officer I	'K'	Assistant Public Health Officer I	'K'
Senior Public Health Officer	'L'	Senior Assistant Public Health Officer	'L'
Assistant Chief Public Health Officer	'M'	Chief Assistant Public Health Officer	'M'
Senior Assistant Chief Public Health Officer	'N'	Principal Assistant Public Health Officer	'N'

PUBLIC HEALTH OFFICERS

APPENDIX 'C'

Present Designation	Job Group	New Designation	Job Group
Public Health Officer I	'K'	Public Health Officer	'K'
Senior Public Health Officer	'L'	Senior Public Health Officer	'L'
Assistant Chief Public Health Officer	'M'	Chief Public Health Officer	'M'
Senior Assistant Chief Public Health	'N'	Principal Public Health Officer	'N'
Deputy Chief Public Health Officer	'P'	Assistant Director, Public Health	'P'
Senior Deputy Chief Public Health Officer	'Q'	Senior Assistant Director Public Health	'Q'
Chief Public Health Officer	'R'	Deputy Director, Public Health	'R'
.....	----	Director, Public Health	'S'

Note: The grades of Public Health Assistant III/II/I/Senior, Job Groups "G/H/J/K", for Certificate holders; Assistant Public Health Officer III/II/I/Senior, Job Groups "H/J/K/L" for Diploma holders; and Public Health Officer/Senior/Chief/Principal, Job Groups "K/L/M/N" for Degree holders will form a common establishment for the purpose of this scheme.

(c) Serving Officers

Serving Officers will adopt and convert as appropriate to the new grading structure and designations provided in the revised Scheme of Service though they may not be in possession of the minimum qualifications and/or experience stipulated in the Scheme of Service. However, for advancement to higher grades, all candidates must possess the prescribed minimum qualifications and/or experience required for appointment to the next grade.

5. PROVISION OF POSTS

A scheme of service does not constitute authority for creation or upgrading of posts. Any additional post (s) required under the new grading structure provided in the Scheme of Service must be included in the Ministry's establishment proposals for consideration and approval by the Public Service Commission or the County Public Service Board as the case may be.

6. ENTRY INTO THE SCHEME OF SERVICE

(a) Direct Appointment

Direct appointment will normally be made in the grade of Public Health Assistant III, Job Group 'G', Assistant Public Health Officer III, Job Group 'H' and Public Health Officer, Job Group 'K'. In exceptional circumstances, however, direct appointment may be made beyond these grades by the Public Service Commission/County Public Service Board on the recommendation of the Principal Secretary/Chief Officer responsible for the Public Health function.

(b) Incremental Credit

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

7. ADVANCEMENT WITHIN THE SCHEME

The Scheme of Service sets out the minimum qualifications and/or experience required for advancement from one grade to another. It is emphasized, however, that these are the minimum requirements, entitling an officer to be considered for appointment to the next grade. In addition, advancement from one grade to another will depend on:-

- (i) existence of a vacancy in the authorized establishment;
- (ii) merit and ability as reflected in work performance and results; and
- (iii) approval of the Public Service Commission or the County Public Service Board as the case may be.

8. RECOGNISED QUALIFICATIONS

The following are the recognized qualifications for the purpose of this Scheme of Service:

- (i) Certificate in Environmental Health Science, Public Health Technology or equivalent qualification from a recognized institution.
- (ii) Diploma in Environmental Health Science, Public Health Inspection or its equivalent qualification from a recognized institution.
- (iii) Post-Graduate Diploma in any of the following disciplines: Food Science and Inspection, Solid Waste Management, Occupational Health and Safety, Epidemiology, Health Promotion and Education or equivalent qualification from a recognized institution.
- (iv) Bachelor's degree in either Environmental Health or Public Health or equivalent qualification from a recognized Institution.
- (v) Masters degree in any of the following: Environmental Health, Public Health, Epidemiology, Food Safety and Quality, Food Science and Technology, Community Health, Occupational Health and Safety, Health Promotion and Education, Solid Waste Management, Disaster Management or equivalent qualification from a recognized institution.
- (vi) Certificate of Competence from the Association of Public Health Officers.
- (vii) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution.
- (viii) Certificate in Management Course lasting not less than four (4) weeks from a recognized institution.
- (ix) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution.
- (x) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution.
- (xi) Certificate in Computer Application Skills from a recognized institution.
- (xii) Any other qualifications as may be adjudged to be equivalent and relevant by the Public Service Commission or County Public Service Board.

9. IMPLEMENTATION OF THE SCHEME OF SERVICE

The Scheme of Service will become operational with effect from March, 2014. On implementation, all serving officers will automatically become members of the Scheme.

10. JOB AND APPOINTMENT SPECIFICATIONS

PUBLIC HEALTH ASSISTANTS

APPENDIX 'A'

I. PUBLIC HEALTH ASSISTANT III, JOB GROUP 'G'

(a) Duties and Responsibilities

This will be the entry and on-the-job training grade for this cadre. An officer at this level will provide Environmental Health Extension services where specific duties and responsibilities will include: mobilizing, sensitizing and advising communities on matters related to environmental health; referring health cases to relevant health facilities; identifying environmental health issues at household level; organizing community health days to advise communities on common public health issues; and collecting and maintaining up to date records of services rendered.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have:

- (i) Certificate in Environmental Health Science or Public Health Technology from a recognized institution; and
- (ii) Certificate in Computer Application Skills from a recognized institution.

II. PUBLIC HEALTH ASSISTANT II, JOB GROUP 'H'

(a) Duties and Responsibilities

An officer at this level will provide Environmental Health Extension services in the area of deployment, where specific duties and responsibilities will include: mobilizing, sensitizing and advising communities on matters related to environmental health; referring health cases to relevant health facilities; carrying out immunization; identifying environmental health issues at household level; organizing community health days to advise communities on common public health issues; collecting and maintaining up to date records of services rendered; and assessing health needs of the community.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) served in the grade of Public Health Assistant III for a minimum period of three (3) years;
- (ii) Certificate in Environmental Health Science or Public Health Technology from a recognized institution;
- (iii) Certificate in Computer Applications Skills from a recognized institution; and
- (iv) shown merit and ability as reflected in work performance and results.

III. PUBLIC HEALTH ASSISTANT I, JOB GROUP 'J'

(a) Duties and Responsibilities

An officer at this level will provide Environmental Health Extension services in the area of deployment, where specific duties and responsibilities will include: mobilizing, sensitizing and advising communities on matters related to environmental health; referring health cases to relevant health facilities; carrying out immunization; identifying environmental health issues at household level; organizing community health days to advise communities on common public health issues; collecting and maintaining up to date records of services rendered; assessing health needs of the community; and sensitizing communities on food and water safety measures.

(b) Requirements for Appointments

For appointment to this grade, an officer must have:

- (i) served in the grade of Public Health Assistant II for a minimum period of three (3) years;
- (ii) Certificate in Environmental Health Science or Public Health Technology from a recognized institution;
- (iii) Certificate in Computer Application Skills from a recognized institution; and
- (iv) shown merit and ability as reflected in work performance and results.

IV. SENIOR PUBLIC HEALTH ASSISTANT, JOB GROUP 'K'

(a) Duties and Responsibilities

This is the highest level in the Public Health Assistant cadre. An officer at this level will provide Environmental Health Extension services in the area of deployment. Specific duties and responsibilities will include: mobilizing, sensitizing and advising communities on matters related to environmental Health; carrying out immunizations; defaulter tracing and reporting of Tuberculosis and other immunizable diseases; referring health cases to relevant health facilities; identifying environmental health issues at household level; organizing community health days to advise communities on common public health issues; maintaining and updating records of public health data; assessing health needs of the community; sensitizing communities on food and water safety measures; inspecting homesteads, markets, commercial premises, trading centres to ensure that general cleanliness and sanitary requirements are maintained; and issuing of intimation and statutory notices.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:-

- (i) served in the grade of Public Health Assistant I for a minimum period of three (3) years;
- (ii) Certificate in Environmental Health Science or Public Health Technology from a recognized institution;
- (iii) Certificate in Computer Application Skills from a recognized institution; and
- (iv) shown merit and ability as reflected in work performance and results.

ASSISTANT PUBLIC HEALTH OFFICERS

APPENDIX 'B'

I. ASSISTANT PUBLIC HEALTH OFFICER III, JOB GROUP 'H'

(a) Duties and Responsibilities

This will be the entry and training grade for this cadre. An officer at this level will provide Environmental Health Extension services in the area of deployment, where specific duties and responsibilities will include: mobilizing, sensitizing and advising communities on matters related to environmental health; referring health cases to relevant health facilities; carrying out immunization; identifying environmental health issues at community level; organizing community health days to advise communities on common public health issues; collecting and maintaining up to date records of services rendered; assessing health needs of the community; implementing vector, vermin and rodent control measures; and implementing integrated mosquito control strategies.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have:

- (i) Diploma in either Environmental Health Science or Public Health Inspection from a recognized institution; and
- (ii) Certificate in Computer application skills from a recognized institution.

II. ASSISTANT PUBLIC HEALTH OFFICER II, JOB GROUP 'J'

(a) Duties and Responsibilities

An officer at this level will provide Environmental Health Extension services in the area of deployment, where specific duties and responsibilities will include: mobilizing, sensitizing and advising communities on matters related to environmental health; referring of health cases to relevant health facilities; carrying out immunization; identifying environmental health issues at community level; organizing community health days to advise communities on common public health issues; collecting and maintaining up to date records of services rendered; assessing health needs of the community; implementing vector, vermin and rodent control measures; implementing integrated mosquito control strategies; sitting of homesteads, pit latrines, grain stores, trading centres, emergency camps; implementing sanitation and hygiene standards in the community; and undertaking inspection for preventive maintenance at the health facility, hospital sanitation including health care waste management

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) served in the grade of Assistant Public Health Officer III for a minimum period of three (3) years;
- (ii) Diploma in either Environmental Health Science or Public Health Inspection from a recognized institution;
- (iii) Certificate in Computer Application Skills from a recognized institution; and
- (iv) shown merit and ability as reflected in work performance and results.

III. ASSISTANT PUBLIC HEALTH OFFICER I, JOB GROUP 'K'

(a) Duties and Responsibilities

An officer at this level will provide Environmental Health Extension services in the area of deployment, where specific duties and responsibilities will include: mobilizing, sensitizing and advising communities on matters related to environmental health; carrying out immunization; defaulter tracing and reporting of Tuberculosis and other immunizable diseases; identifying environmental health issues at community level; implementing vector, vermin and rodent control measures; implementing integrated mosquito control strategies; siting of homesteads, pit latrines, grain stores, trading centres, emergency camps and giving advice on vermin and rodent control; implementing sanitation and hygiene standards in the community; undertaking inspection for preventive maintenance at the health facility, hospital sanitation and health care waste management; issuing of intimation and statutory notices; and inspecting springs and wells to ensure that they are properly maintained and ensure safe sources of drinking water.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:-

- (i) served in the grade of Assistant Public Health Officer II for a minimum period of three (3) years;

- (ii) Diploma in either Environmental Health Science or Public Health Inspection from a recognized institution;
- (iii) Certificate in Computer Application Skills from a recognized institution;
and
- (iv) shown merit and ability as reflected in work performance and results.

III. SENIOR ASSISTANT PUBLIC HEALTH OFFICER, JOB GROUP 'L'

(a) Duties and Responsibilities

An officer at this level will provide Environmental Health Extension services in the area of deployment, where specific duties and responsibilities will include: identifying environmental health issues at community level; maintaining up to date records of services rendered; implementing vector, vermin and rodent control measures; implementing integrated mosquito control strategies; issuing of intimation and statutory notices; inspecting springs and wells to ensure that they are properly maintained and ensure safe sources of drinking water; undertaking inspection for preventive maintenance of health care facilities; overseeing construction of sanitary facilities in schools, trading centres and commercial premises; collecting water and food samples for bacteriological and chemical analysis; carrying out immunizations; initiating and implementing Community Based Health Care Programmes; implementing integrated mosquito control and other public health strategies; and following up on proper collection and disposal of solid waste.

Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) served in the grade of Assistant Public Health Officer I for a minimum period of three (3) years;
- (ii) Diploma in either Environmental Health Science or Public Health Inspection from a recognized institution;
- (iii) Certificate in Computer Application Skills from a recognized institution;
and
- (iv) shown merit and ability as reflected in work performance and results.

(VI) CHIEF ASSISTANT PUBLIC HEALTH OFFICER, JOB GROUP 'M'

(a) Duties and Responsibilities

An officer at this level will coordinate environmental health activities in the area of deployment. Specific duties and responsibilities will include: implementing promotive and preventive health programmes; ensuring safety and quality of food and water for both domestic and industrial use; abating sanitary nuisances; promoting hygiene education including school health programmes; implementing international health regulations and rules at ports, airports, frontiers and border posts; undertaking inspection for preventive maintenance of health facilities; vetting and approving building plans; inspecting and issuing occupancy certificates of new buildings; inspecting commercial and trading premises for maintenance of set standards; overseeing exhumation process and authorizing disposal of unclaimed bodies; educating the public on health and safety at work place; and implementing community based health care programmes.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) served in the grade of Senior Assistant Public Health Officer for a minimum period of three (3) years;
- (ii) Diploma in either Environmental Health Science or Public Health Inspection from a recognized institution;
- (iii) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;
- (iv) Certificate in Computer Application Skills from a recognized institution; and
- (v) shown merit and ability as reflected in work performance and results.

VI. PRINCIPAL ASSISTANT PUBLIC HEALTH OFFICER, JOB GROUP 'N'

(a) Duties and Responsibilities

An officer at this level will be responsible for the following duties: monitoring and evaluating the management of solid/liquid and other hazardous wastes; ensuring safety and quality of food and water for both domestic and industrial use; ensuring abatement of sanitary nuisances; carrying out surveillance on

environmental health pollutants; promoting hygiene education including school health programmes; implementing international health regulations and rules at ports, airports, frontiers and border posts; vetting and approving building plans; inspecting and issuing occupancy certificates of new buildings; inspecting of commercial and trading premises for maintenance of set standards; overseeing exhumation process and authorizing disposal of unclaimed bodies; and carrying out surveillance and advising on prevention and control of disease incidences, outbreaks and disasters.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) served in the grade of Chief Assistant Public Health Officer for a minimum period of three (3) years;
- (ii) Diploma in either Environmental Health Science or Public Health Inspection from a recognized institution;
- (iii) Certificate in Management Course lasting not less than four (4) weeks from a recognized institution;
- (iv) Certificate in Computer Application Skills from a recognized institution;
and
- (v) shown merit and ability as reflected in work performance and results.

I. PUBLIC HEALTH OFFICER, JOB GROUP 'K'**(a) Duties and Responsibilities**

This will be the entry and training grade into this cadre. An officer at this level will provide Environmental Health Extension services in the area of deployment, where specific duties and responsibilities will include: identifying environmental health issues at community level; compiling and maintaining up to date records of services rendered; assessing health needs of the community; implementing sanitation and hygiene standards in the community; compiling and maintaining up to date records of services rendered; assessing health needs of the community; implementing sanitation and hygiene standards in the community; sensitizing communities on food and water safety measures; and compiling data on disease trends.

(b) Requirements for Appointment

For appointment to this grade a candidate must have:

- (i) Bachelors Degree in Environmental Health or Public Health from a recognized Institution;
- (ii) Certificate of Competence from the Association of Public Health Officers; and
- (iii) Certificate in Computer Application Skills from a recognized institution.

II. SENIOR PUBLIC HEALTH OFFICER, JOB GROUP 'L'**(a) Duties and Responsibilities**

An officer at this level will provide Environmental Health Extension services in the area of deployment, where specific duties and responsibilities will include: identifying environmental health issues at community level; assessing health needs of the community; coordinating sanitation and hygiene programmes in the community; sensitizing communities on food and water safety measures; conducting Training for Public Health Trainees, Community Own Resource Persons (CORPS), Community-based Health Workers (CHWs) and Community Health Committees (CHCs) on Public Health issues; implementing environmental health programmes and projects; collecting water and food samples for bacteriological and chemical analysis; initiating and implementing Community Based Health Care Programmes; implementing integrated mosquito

control and other public health strategies; following up on proper collection and disposal of solid waste in markets and other dwelling premises in towns; carrying out disease surveillance, prevention and control; and coordinating immunization programmes.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) served in the grade of Public Health Officer for a minimum period of three (3) years;
- (ii) Bachelors Degree in Environmental Health or Public Health from a recognized Institution;
- (iii) Certificate of Competence from the Association of Public Health Officers;
- (iv) Certificate in Computer Application Skills from a recognized institution; and
- (v) shown merit and ability as reflected in work performance and results.

III. CHIEF PUBLIC HEALTH OFFICER, JOB GROUP 'M'

(a) Duties and Responsibilities

An officer at this level will coordinate environmental health activities in the area of deployment. Specific duties and responsibilities will include: implementing promotive and preventive health programmes; monitoring compliance to urban and rural sanitation standards in dwellings, commercial premises and work places; monitoring the management of solid/liquid and other hazardous wastes; ensuring safety and quality of food and water for both domestic and industrial use; carrying out surveillance on environmental health pollutants; promoting hygiene education including school health programmes; implementing international health regulations and rules at ports, airports, frontiers and border posts; carrying out surveillance and advising on prevention and control of disease incidences and outbreaks; liaising with other stakeholders in carrying out disaster preparedness and response; compiling research reports on public health; compiling and analyzing of public health data and reports; and promoting modern information and communication technology in the provision of public health services.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) served in the grade of Senior Public Health Officer for a minimum period of three (3) years;
- (ii) Bachelors Degree in Environmental Health or Public Health from a recognized Institution;
- (iii) Certificate of competence from the Association of Public Health Officers;
- (iv) Certificate in Computer Application Skills from a recognized institution; and
- (v) shown merit and ability as reflected in work performance and results.

VI. PRINCIPAL PUBLIC HEALTH OFFICER, JOB GROUP 'N'

(a) Duties and Responsibilities

An officer at this level will be responsible for the following duties: monitoring and evaluating environmental health risks; implementing promotive and preventive health programmes; monitoring and evaluating compliance to urban and rural sanitation standards in dwellings, commercial premises and work places; monitoring and evaluating the management of solid/liquid and other hazardous wastes; promoting hygiene education including school health programmes; implementing international health regulations and rules at ports, airports, frontiers and border posts; educating the public on health and safety at work place; coordinating community based health care programmes; carrying out surveillance on environmental health pollutants and advising on prevention and control of disease incidences and outbreaks; liaising with other stakeholders in carrying out disaster preparedness and response; compiling research reports on public health; compiling and analyzing public health data and reports; and promoting modern information and communication technology in the provision of public health services.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) served in the grade of Chief Public Health Officer for a minimum period of three (3) years;

- (ii) Bachelors Degree in Environmental Health or Public Health from a recognized Institution;
- (iii) Certificate of competence from the Association of Public Health Officers;
- (iv) Certificate in Computer Application Skills from a recognized institution;
- (v) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution; and
- (vi) shown merit and ability as reflected in work performance and results.

VII. ASSISTANT DIRECTOR, PUBLIC HEALTH, JOB GROUP 'P'

(a) Duties and Responsibilities

An officer at this level will be responsible for the following duties and responsibilities: monitoring, enforcing and implementing statutory provisions and other relevant legislations on public health; setting standards and guidelines in the provision of public health services; monitoring the implementation of public health projects and programmes; enforcing international health regulations and rules; carrying out research on public health needs; monitoring the development and management of public and private mortuaries, cemeteries and crematoria; preparing proposals for resource mobilization; organizing forums with relevant partners and agencies in support of public health programmes and projects; planning and budgeting for the departmental resources; integrating modern information communication technology in the department; developing strategic/work plans, performance targets and contracts in the department; and coaching and mentoring of staff.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) served in the grade of Principal Public Health Officer or Principal Assistant Public Health Officer for a minimum period of three (3) years;
- (ii) Post-Graduate Diploma in any of the following disciplines: Food Science and Inspection, Solid Waste Management, Occupational Health and Safety, Epidemiology, Health Promotion and Education or equivalent qualification from a recognized institution;

OR

Bachelor's degree in either Environmental Health or Public Health or equivalent qualification from a recognized Institution;

- (iii) Masters Degree in any of the following: Environmental Health, Public Health, Epidemiology, Food Safety and Quality, Food Science and Technology, Community Health, Occupational Health and Safety, Health Promotion and Education, Solid Waste Management or Disaster Management from a recognized institution;
- (iv) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- (v) Certificate in Computer Application Skills from a recognized institution; and
- (vi) demonstrated professional competence and ability as reflected in work performance and results.

VIII. SENIOR ASSISTANT DIRECTOR, PUBLIC HEALTH, JOB GROUP 'Q'

(a) Duties and Responsibilities

An officer at this level will be responsible for the following duties and responsibilities: monitoring and evaluating the implementation of statutory provisions and other relevant legislations on public health; implementing public health policies, guidelines, standards and procedures and programmes; monitoring the implementation of public health projects and programmes; overseeing enforcement of international health regulations and rules; preparing research proposals on public health needs; preparing proposals for resource mobilization; identifying relevant partners and agencies in support of public health programmes and projects; planning and budgeting for the department resources; coordinating the development of modern information communication technology in the department; overseeing the development of strategic/work plans, performance targets and contracts in the department; and coaching and mentoring of staff.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) served in the grade of Assistant Director, Public Health for a minimum period of three (3) years;

- (ii) Post-Graduate Diploma in any of the following disciplines: Food Science and Inspection, Solid Waste Management, Occupational Health and Safety, Epidemiology, Health Promotion and Education or equivalent qualification from a recognized institution;

OR

Bachelor's degree in either Environmental Health or Public Health or equivalent qualification from a recognized Institution;

- (iii) Masters Degree in any of the following: Environmental Health, Public Health, Epidemiology, Food Safety and Quality, Food Science and Technology, Community Health, Occupational Health and Safety, Health Promotion and Education, Solid Waste Management or Disaster Management from a recognized institution;
- (iv) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- (v) Certificate in Computer application skills from a recognized institution; and
- (vi) demonstrated professional competence and ability as reflected in work performance and results.

IX. DEPUTY DIRECTOR, PUBLIC HEALTH, JOB GROUP 'R'

(a) Duties and Responsibilities

An officer at this level will be responsible to the Director for the following duties and responsibilities: coordinating implementation of statutory provisions and other relevant legislations on public health; developing and implementing public health policies, guidelines, standards and procedures; coordinating the implementation of promotive and preventive health programmes; overseeing public health projects and programmes in consultation with relevant departments and other stakeholders; evaluating public health projects and programmes; overseeing the enforcement of international health regulations and rules; identifying public health research needs; overseeing the development and management of public and private mortuaries, cemeteries and crematoria; preparing proposals for resource mobilization; identifying relevant partners and agencies in support of public health programmes and projects; initiating the development of modern information communication technology in the provision of public health services; overseeing development of strategic and work plans, performance targets and contracts; preparing budgets and

procurement plans for the department; and staff development, coaching and mentoring.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) served in the grade of Senior Assistant Director, Public Health for a minimum period of three (3) years;
- (ii) Post-Graduate Diploma in any of the following disciplines: Food Science and Inspection, Solid Waste Management, Occupational Health and Safety, Epidemiology, Health Promotion and Education or equivalent qualification from a recognized institution;
OR
Bachelor's degree in either Environmental Health or Public Health or equivalent qualification from a recognized Institution;
- (iii) Masters Degree in any of the following: Environmental Health, Public Health, Epidemiology, Food Safety and Quality, Food Science and Technology, Community Health, Occupational Health and Safety, Health Promotion and Education, Solid Waste Management or Disaster Management from a recognized institution;
- (iv) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- (v) Certificate in Computer Application Skills from a recognized institution; and
- (vi) demonstrated high degree of professional competence and administrative capability required for the effective planning, direction, control and coordination of the Public Health Function.

X. DIRECTOR, PUBLIC HEALTH, JOB GROUP 'S'

(a) Duties and Responsibilities

Director, Public Health will be responsible to the Principal Secretary, Public Health and Sanitation for the administration and coordination of all the activities in the Public Health Function.

Specific duties and responsibilities will include: ensuring compliance to the Public Health Act (Cap. 242), the Food, Drugs and Chemical Substances, Act.

(Cap. 254), Tobacco Control Act, 2007 Alcoholic Drinks Control Act, 2010, Bio-safety Act 2009, Malaria Prevention and Control Act (Cap 246), Meat Control Act (Cap 356) and any other relevant legislation on public health; formulating, implementing, interpreting and reviewing of public health policies, guidelines, standards and procedures; planning and ensuring implementation of promotive and preventive health programmes; liaising with relevant Departments and other stakeholders in the implementation of public health projects and programmes; monitoring and evaluation of public health projects and programmes; ensuring compliance to international health regulations and rules; providing technical advice on promotive and preventive health; and overseeing the development and management of public and private mortuaries, cemeteries and crematoria.

In addition, duties will include: providing leadership in research on public health, trends and other emerging issues; mobilizing resources and fostering collaboration and partnerships with bilateral and multilateral agencies in support of public health programmes; inculcating innovation and modern technology in the provision of public health services; representing the Principal Secretary in statutory, regulatory, research, standards and other relevant coordinating bodies; developing and implementing strategic and work plans; planning and budgeting for the department; and overseeing capacity building and performance management in the department.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) served in the grade of Deputy Director, Public Health for a minimum period of three (3) years;
- (ii) Post-Graduate Diploma in any of the following disciplines: Food Science and Inspection, Solid Waste Management, Occupational Health and Safety, Epidemiology, Health Promotion and Education or equivalent qualification from a recognized institution;
OR
Bachelor's degree in either Environmental Health or Public Health or equivalent qualification from a recognized Institution;
- (iii) Masters Degree in any of the following: Environmental Health, Public Health, Epidemiology, Food Safety and Quality, Food Science and Technology, Community Health, Occupational Health and Safety, Health Promotion and Education, Solid Waste Management or Disaster Management from a recognized institution;

- (iv) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- (v) Certificate in Computer Application Skills from a recognized institution;
- (vi) demonstrated high degree of professional competence and administrative capability required for the effective planning, direction, control and coordination of the Public Health Function; and
- (vii) a thorough understanding of national goals, policies and objectives and ability to relate them to the Public Health Function and aspirations of Vision 2030.