



REPUBLIC OF KENYA

Revised Scheme of Service

for

*Medical Officers, Dental Officers and
Pharmacists*

SEPTEMBER, 2016

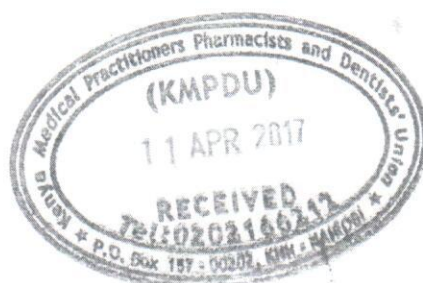


APPROVED BY THE PUBLIC SERVICE COMMISSION
AND
ISSUED BY DIRECTORATE OF PUBLIC SERVICE MANAGEMENT

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Revised Scheme of Service
for
Medical Officers, Dental Officers and
Pharmacists

SEPTEMBER, 2016



REPUBLIC OF KENYA



THE PRESIDENCY
MINISTRY OF PUBLIC SERVICE, YOUTH AND GENDER AFFAIRS
STATE DEPARTMENT FOR PUBLIC SERVICE AND YOUTH
Office of the Principal Secretary

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NAIROBI
KENYA

Ref.No. MPYG/DPSM/HRM/4/1/VOL.II (122)

11th October, 2016

The Principal Secretary
Ministry of Health
NAIROBI.

RE: REVISED SCHEME OF SERVICE FOR MEDICAL OFFICERS, DENTAL OFFICERS AND PHARMACISTS

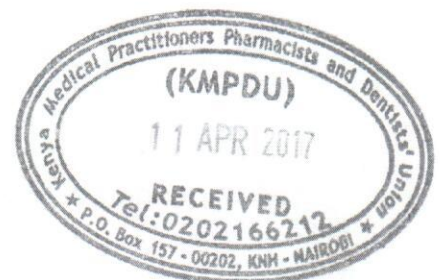
I am pleased to inform you that the Revised Scheme of Service for Medical Officers, Dental Officers and Pharmacists which forms an appendix to this letter has been finalized and is ready for implementation with effect from 31st August 2016.

The Scheme establishes One (1) grade of Director of Medical Services, seven (7) grades of Medical Officers, seven (7) grades of Dental Officers and seven (7) grades of Pharmacists. 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 Medical Officers, Dental Officers and Pharmacists.

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

Lillian Mbogo-Omollo, OGW
PRINCIPAL SECRETARY

Copy to: **The Secretary/CEO**
Public Service Commission
NAIROBI.



REVISED SCHEME OF SERVICE FOR MEDICAL OFFICERS, DENTAL OFFICERS AND PHARMACISTS

1. AIMS AND OBJECTIVES

- (i) To provide for a well-defined career structure which will attract, motivate and retain suitably qualified Medical Officers, Dental Officers and Pharmacists in the Civil Service.
- (ii) To provide for clearly defined job descriptions and specifications with clear delineation of duties and responsibilities at all levels within the career structure to enable officers understand the requirements and demands of their job.
- (iii) To establish standards for recruitment, training, development and advancement within the career structure on the basis of qualifications, knowledge, 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 Cabinet Secretary, Ministry of Health in conjunction with the Public Service Commission. In administering the Scheme, the Cabinet Secretary will ensure that its provisions are strictly observed for fair and equitable treatment of officers and that officers are confirmed in their appointment on successful completion of the probation period.

(b) Training Scope

In administration of the Scheme, the Cabinet Secretary will ensure that appropriate induction, mentoring, coaching, 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 Scheme of Service.

Officers should also be encouraged to undertake relevant training privately for self-development. However, in all matters of training, the Cabinet Secretary administering the Scheme will consult with the Public Service Commission.

3. THE MEDICAL OFFICERS', DENTAL OFFICERS' AND PHARMACISTS' FUNCTION

I. MEDICAL OFFICERS' FUNCTION

The Medical Officers' Function entails:- formulation, implementation and review of health policies, regulations, standards, guidelines and protocols; provision of clinical



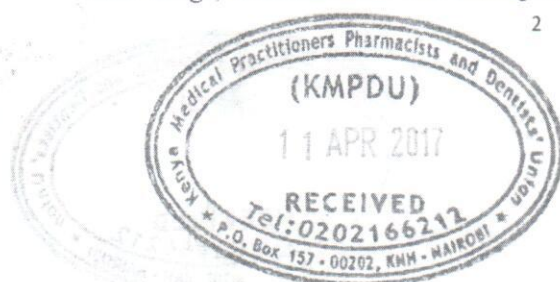
care, general/community diagnosis and treatment, and rehabilitation of patients; undertake medical examinations and write reports; conduct disease prevention, surveillance and control; provision of emergency response and clinical care services during disaster; undertake health research; provision of forensic and medico-legal services; provision of medical psycho-social interventions; provision of medical health education and promotion; management of health facilities; facilitation of Medical Boards' proceedings; facilitation of training of interns and other health personnel; and establishment and management of health information systems.

II. DENTAL OFFICERS' FUNCTION

The Dental Officers' Function entails:- formulation, review, and implementation of dental policies, standards, guidelines and protocols; provision of appropriate information to patients on diagnosis, treatment or management of orofacial conditions and diseases and their consequences; performance of procedures on the orofacial complex, teeth, and the hard and soft tissues surrounding or supporting the teeth and rehabilitation of dentition; management of impacted teeth by surgical extraction and disimpaction; investigation and administration of local analgesia and/or sedative drugs and prescription of medicines in connection with procedures on teeth, jaws and the soft tissues surrounding or supporting teeth; provision of specialized clinical dental care in different fields of dentistry as per specialty; provision of community dentistry, dental health education and promotion of preventive oral healthcare services geared towards prevention of oral-facial diseases, surveillance and control, and diagnosis and treatment; provision of dental emergency response and clinical care; provision of leadership in the management of health facilities; facilitation of training of interns and other health personnel; establishment and management of dental information systems; and undertake research on oral-facial tissues to inform forensic odontology and medico-legal services.

III. PHARMACIST FUNCTION

The Pharmacists' Function entails:- formulation, implementation, review and interpretation of all Pharmaceutical and other related health policies, laws, regulations, guidelines and standards; management of the pharmaceutical supply chain; provision of medical and non-medical therapy in patient care; coordination of pharmaceutical services in public health programs; provision of medicines used in prevention, control and diagnosis of diseases; provision of Pharmaco-vigilance (monitoring, reporting of adverse drug reactions and poor quality medicines) activities; monitor effectiveness of medication therapy; provision of technical advice and pharmaceutical care in approved areas of specialization; coordination of Medicines and Therapeutic Committee activities; undertake laboratory tests of medicines and medical devices to ensure quality assurance; research in the field of pharmacy and healthcare; plan, management and monitor essential medicines during disasters and emergencies; management of custody and safe use of licit psychotropic and narcotic substances; provision of health education and health promotion on rational drug use; provision of information to health workers and the general public on new drugs; establishment and management of pharmaceutical information system;



development of pharmacists' training syllabi and curriculum for continuing professional development in liaison with training providers; provision of continuing medical education for health workers in general and continuous professional development for pharmacists; facilitation of training and assessment of pharmacy interns and students on clinical experience; and management a health facilities .

4. GRADING STRUCTURE AND SCOPE

(a) Grading Structure

The Scheme establishes One (1) grade of Director of Medical Services, seven (7) grades of Medical Officers, seven (7) grades of Dental Officers and seven (7) grades of Pharmacists who will be designated and graded as follows:

MEDICAL OFFICERS

APPENDIX 'A'

New Designation	Job Group
Medical Officer	'M'
Senior Medical Officer	'N'
Assistant Director of Medical Services/Medical Specialist II	'P'
Senior Assistant Director of Medical Services/Medical Specialist I	'Q'
Deputy Director of Medical Services/Senior Medical Specialist	'R'
Senior Deputy Director of Medical Services II/Chief Medical Specialist	'S'
Senior Deputy Director of Medical Services I/Senior Chief Medical Specialist	'T'

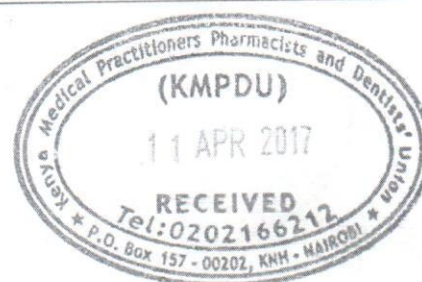
DIRECTOR OF MEDICAL SERVICES

New Designation	Job Group
Director of Medical services	'U'

DENTAL OFFICERS

APPENDIX 'B'

New Designation	Job Group
Dental Officer	'M'
Senior Dental Officer	'N'
Assistant Director of Dental Services/Dental Specialist II	'P'
Senior Assistant Director of Dental/Dental Specialist I	'Q'
Deputy Director of Dental Services/Senior Dental Specialist	'R'
Senior Deputy Director of Dental Services II/Chief Dental Specialist	'S'



Senior Deputy Director of Dental Services I/Senior Chief Dental Specialist	'T'
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PHARMACISTS

APPENDIX 'C'

Designation	Job Group
Pharmacist	'M'
Senior Pharmacist	'N'
Assistant Director, of Pharmaceutical Services/Pharmaceutical Specialist II	'P'
Senior Assistant Director of Pharmaceutical Services/ Pharmaceutical Specialist I	'Q'
Deputy Director of Pharmaceutical Services/Senior Pharmaceutical Specialist	'R'
Senior Deputy Director of Pharmaceutical Services II/Chief Pharmaceutical Specialist	'S'
Senior Deputy Director of Pharmaceutical Services I/Senior Chief Pharmaceutical Specialist	'T'

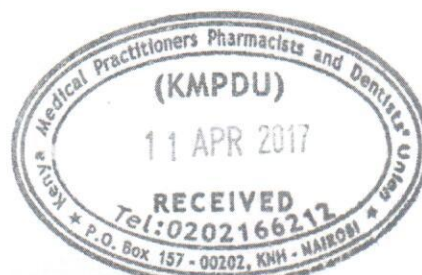
(b) Conversion to the New Grading Structure

Serving Medical Officers, Dental Officers and Pharmacists will adopt and convert to the new grading structure and designations as follows:

MEDICAL OFFICERS

APPENDIX 'A'

Current Designation	Job Group	New Designation	Job Group
Medical Officer (Intern)	'L'	-----	-----
Medical Officer I	'M'	Medical Officer	'M'
Senior Medical Officer	'N'	Senior Medical Officer	'N'
Assistant Director Medical Services/Medical Specialist II	'P'	Assistant Director of Medical Services/Medical Specialist II	'P'
Senior Assistant Director Medical Services/Medical Specialist I	'Q'	Senior Assistant Director of Medical Services/Medical Specialist I	'Q'
Deputy Director Medical Services/Senior Medical Specialist	'R'	Deputy Director of Medical Services/Senior Medical Specialist	'R'
Senior Deputy Director of Medical Services/Chief Medical Specialist	'S'	Senior Deputy Director of Medical Services II/Chief Medical Specialist	'S'



-----	-----	Senior Deputy Director of Medical Services I/Senior Chief Medical Specialist	'T'
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DENTAL OFFICERS

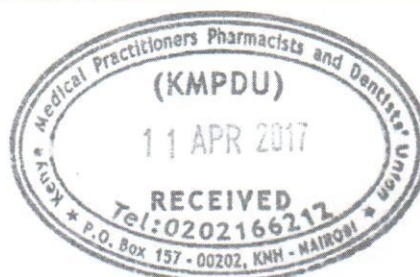
APPENDIX 'B'

Current Designation	Job Group	New Designation	Job Group
Dental Officer (Intern)	'L'	-----	-----
Dental Officer	'M'	Dental Officer	'M'
Senior Dental Officer	'N'	Senior Dental Officer	'N'
Assistant Director Dental/Dental Specialist II	'P'	Assistant Director of Dental Services/Dental Specialist II	'P'
Senior Assistant Director Dental Services/Dental Specialist I	'Q'	Senior Assistant Director of Dental Services/Dental Specialist I	'Q'
Deputy Director Dental Services/Senior Dental Specialist	'R'	Deputy Director of Dental Services/Senior Dental Specialist	'R'
Senior Deputy Director Dental Services/Chief Dental Specialist	'S'	Senior Deputy Director of Dental Services II/Chief Dental Specialist	'S'
-----	-----	Senior Deputy Director of Dental Services I/Senior Chief Dental Specialist	'T'

PHARMACISTS

APPENDIX 'C'

Current Designation	Job Group	New Designation	Job Group
Pharmacist Intern	'L'	-----	-----
Pharmacist I	'M'	Pharmacist	'M'
Senior Pharmacist	'N'	Senior Pharmacist	'N'
Assistant Director Pharmaceutical Services/Pharmaceutical Specialist II	'P'	Assistant Director of Pharmaceutical Services/Pharmaceutical Specialist II	'P'
Senior Assistant Director Pharmaceutical Services/Pharmaceutical Specialist I	'Q'	Senior Assistant Director of Pharmaceutical Services/Pharmaceutical Specialist I	'Q'
Deputy Director, Pharmaceutical Services/Senior Pharmaceutical Specialist	'R'	Deputy Director of Pharmaceutical Services/Senior Pharmaceutical Specialist	'R'
Senior Deputy Director,	'S'	Senior Deputy Director of	'S'



Pharmaceutical Services/Chief Pharmacist		Pharmaceutical Services II/Chief Pharmaceutical Specialist	
-----	-----	Senior Deputy Director of Pharmaceutical Services I/Senior Chief Pharmaceutical Specialist	'T'

Note: The grades of Medical Officer/Senior Medical Officer, Dental Officer/Senior Dental Officer and Pharmacist/Senior Pharmacist, Job Groups 'M/N' will form common establishment respectively for the purpose of this Scheme of Service.

(c) Serving Officers

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

5. PROVISION OF POSTS

A Scheme of Service does not constitute authority for creation nor upgrading of posts. Any additional posts 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.

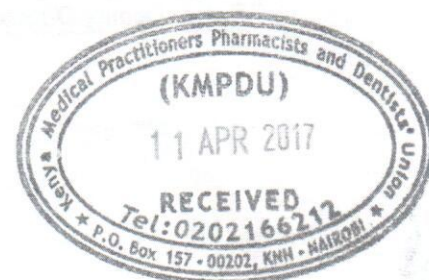
6. ENTRY INTO THE SCHEME OF SERVICE

(a) Direct Appointment

Direct appointment will normally be made in the grade of Medical Officer, Dental Officer and Pharmacist, Job Group 'M'. In exceptional cases, however, direct appointment may be made beyond these grades by the Public Service Commission provided that the candidate is in possession of the minimum qualifications and/or experience required for appointment to the grade.

(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 awarding incremental credit(s), any period of service or experience stipulated as a basic requirement for appointment to a particular grade will be excluded.



7. ADVANCEMENT WITHIN THE SCHEME OF SERVICE

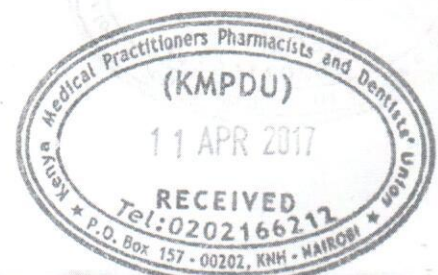
The Scheme of Service sets out the minimum qualifications and/or experience required for advancement from one grade to another. It is emphasized, however, that these are the minimum requirements that entitle an officer to be considered for appointment to the next grade. In addition, advancement from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

8. RECOGNIZED QUALIFICATIONS

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

- (i) Bachelors degree in any of the following disciplines; Medicine and Surgery (M.B,Ch.B.), Dental Surgery (BDS), Pharmacy (B Pharm) or its equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Board or the Pharmacy and Poisons Board;
- (ii) Masters degree in any of the following fields: Medicine, Anesthesia, Cardiothoracic Surgery; Dermatology, Ear, Nose and Throat, Otorhinolaryngology, Family Medicine, General Surgery, Geriatrics, Internal Medicine, Microbiology, Neurosurgery, Obstetrics and Gynaecology, Occupational Medicine, Ophthalmology, Orthopedic Surgery, Pediatrics and Child Health, Palliative Medicine, Pathology, Plastic and Reconstructive Surgery, Psychiatry, Public Health, Radiology, Health Systems Management, Health Economics, Health Informatics, Epidemiology, Global Health Policy, Public Health Microbiology and Emerging Infectious Diseases, Biostatistics or equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Board;
- (iii) Masters degree in Dental Surgery (MDS) in any of the following disciplines:- Paediatric Dentistry, Periodontology, Oral and Maxillofacial Surgery, Prosthodontics, Dental Biomaterials, Oral Medicine and Oral Pathology, Dental Anesthesia, Forensic Odontology, Restorative Dentistry, Endodontics, Oral Implantology, Orthodontics, Aesthetic Dentistry, Oral and Maxillofacial /Dental Radiology and Community Dentistry or any other equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Board;
- (iv) Masters degree in any of the following disciplines:- Medicine, Pharmaceutical Policy Analysis and Formulation; Pharmacognosy and Complementary Medicine; Toxicology; Clinical Pharmacy; Pharma-covigilance and Pharmacoeconomics; Medicines Supplies Management; Medicines Regulation; Narcotic and Psychotropic Substances Poisons Control; Pharmaceuticals;

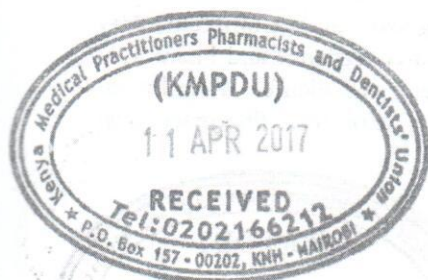


Pharmacology and Therapeutics; Pharmaceutical Analysis; Tropical and Infectious Diseases; Medicinal and Pharmaceutical Chemistry; Industrial Pharmacy; Health Systems Management; Pharmaceutical Care; Health Informatics; Health Economics; Epidemiology; Biostatistics; Medical Statistics; Drug Design and Development; Clinical Trials; Quality Assurance; Radio Pharmacy; Public Health; Microbiology; Molecular Pharmacology or its equivalent qualification from an institution recognized by the Pharmacy and Poisons Board;

- (v) One (1) year Internship from a recognized institution;
- (vi) Registration Certificate either by the Medical Practitioners and Dentists Board or by the Pharmacy and Poisons Board;
- (vii) Valid practising license from either Medical Practitioners and Dentists Board or Pharmacy and Poisons Board;
- (viii) Certificate in Health Systems 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; and
- (xii) Such other relevant qualification that may be adjudged to be equivalent by the Public Service Commission.

9. IMPLEMENTATION OF THE SCHEME OF SERVICE

The Scheme of Service will become operational with effect from 31st August 2016. On implementation, all serving officers will automatically become members of the Scheme.



10. JOB AND APPOINTMENT SPECIFICATIONS

MEDICAL OFFICERS

APPENDIX 'A'

I. MEDICAL OFFICER, JOB GROUP 'M'

(a) Duties and Responsibilities

An officer at this level will work under guidance of a senior officer. Duties and responsibilities will entail: diagnosing, caring and treating diseases; performing medical and surgical procedures; preparing and responding to emergencies and disasters; participating in management of medicines, medical instruments and equipment; providing health education; maintaining medical records, health information and data; counselling patients and their relatives on diagnoses and bereavement; teaching and coaching medical students, nursing students and clinical officer interns; and preparing requisite documents for registration.

(b) Requirements for Appointment

For appointment to this grade a candidate must have:

- (i) Bachelor of Medicine and Bachelor of Surgery (M.B; Ch.B.) degree from a recognized by Medical Practitioners and Dentists Board;
- (ii) successfully completed one (1) year Internship from a recognized institution;
- (iii) Registration license from the Medical Practitioners and Dentists Board; and
- (iv) Certificate in computer application skills from a recognized institution.

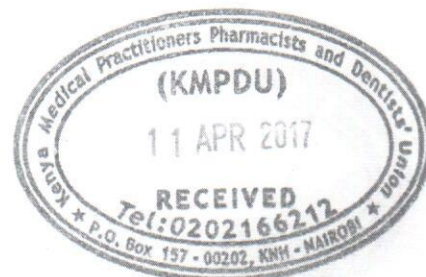
II. SENIOR MEDICAL OFFICER, JOB GROUP 'N'

(a) Duties and Responsibilities

Duties and responsibilities will entail:- undertaking "First-on-Call" duties including: clerking, investigating, and managing patients; conducting weekly clinic and theatre days; performing emergency surgeries; working with Medical Specialists in wards, theatres, and clinics; undertaking medico-legal duties including filling of P.3 forms, court attendance and performing post mortems; undertaking medical examinations; responding to intern calls; training and supervising Medical Officers (Intern) and other students; carrying out outreach services; ensuring data and information is collected, transmitted and utilized to benefit the customer and service provider; and preparing medical reports.

(b) Requirements for Appointment

For appointment to this grade an officer must have:



- (i) served as Medical Officer for a minimum period of one (1) year;
- (ii) Bachelor of Medicine and Bachelor of Surgery (M.B.Ch.B) degree from an institution recognized by the Medical Practitioners and Dentists Board;
- (iii) Registration Certificate by the Medical Practitioners and Dentists Board;
- (iv) Valid practicing license from Medical Practitioners and Dentists Board;
- (v) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- (vi) Certificate in computer application skills from a recognized institution; and
- (vii) shown merit and ability as reflected in work performance and results.

III. ASSISTANT DIRECTOR OF MEDICAL SERVICES/MEDICAL SPECIALIST II, JOB GROUP 'P'

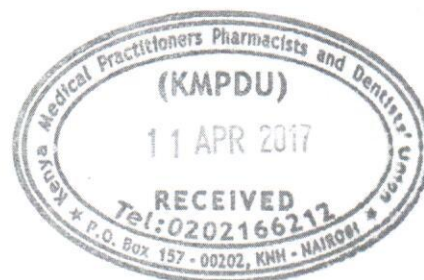
(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- reviewing patients and instructing in writing all the recommendations; undertaking "First-on-Call" duties including clerking, investigating, and managing patients; conducting weekly clinic and theatre days; managing health facilities at various tiers in communities; responding to intern calls; training, supervising and mentoring Medical Officers (Intern) and other students; performing emergency surgeries; undertaking medico-legal duties including filling of P.3 forms, court attendance and performing post mortems; undertaking medical examinations and preparing Medical Board Proceedings; carrying out community diagnosis, care and treatment; ensuring data and information is collected, transmitted and utilized to benefit the customer and service provider; and conducting disease surveillance, prevention, and control; carrying out health education and promotion; and preparing medical reports.

(b) Requirements for Appointment

For appointment to this grade an officer must have:

- (i) served as Senior Medical Officer for a minimum period of three (3) years;
- (ii) Bachelor of Medicine and Bachelor of Surgery (M.B.Ch.B) degree from an institution recognized by the Medical Practitioners and Dentists Board;
- (iii) Registration Certificate by the Medical Practitioners and Dentists Board;
- (iv) Valid practising license from Medical Practitioners and Dentists Board;



- (v) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- (vi) Certificate in computer application skills from a recognized institution; and
- (vii) shown merit and ability as reflected in work performance and results.

IV. SENIOR ASSISTANT DIRECTOR OF MEDICAL SERVICES/MEDICAL SPECIALIST I, JOB GROUP 'Q'

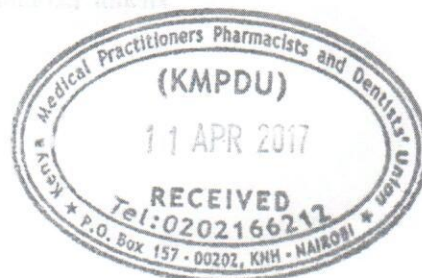
(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: undertaking general diagnosis, care, treatment and rehabilitation of patients; carrying out specialized clinical care; providing psycho-social interventions; providing clinical services to patients; training, consulting and performing surgeries in various health facilities; carrying out forensic and medico-legal services; coordinating disease surveillance, prevention, and control; coordinating health education and promotion; implementing health projects and programmes; maintaining up-to-date health information systems; monitoring provision of health treatment and care; undertaking health research; and analyzing medical reports.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) served as an Assistant Director of Medical Services/Medical Specialist II for a minimum period of three (3) years;
- (ii) Bachelor of Medicine and Bachelor of Surgery (M.B.Ch.B) degree from an institution recognized by Medical Practitioners and Dentists Board;
- (iii) Masters degree in any of the following fields: Medicine, Anesthesia, Cardiothoracic Surgery; Dermatology, Ear, Nose and Throat, Otorhinolaryngology, Family Medicine, General Surgery, Geriatrics, Internal Medicine, Microbiology, Neurosurgery, Obstetrics and Gynaecology, Occupational Medicine, Ophthalmology, Orthopedic Surgery, Pediatrics and Child Health, Palliative Medicine, Pathology, Plastic and Reconstructive Surgery, Psychiatry, Public Health, Radiology, Health Systems Management, Health Economics, Health Informatics, Epidemiology, Global Health Policy, Public Health Microbiology and Emerging Infectious Diseases, Biostatistics or equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Board;
- (iv) Certificate of Registration by the Medical Practitioners and Dentists Board;



- (v) Valid practicing license from Medical Practitioners and Dentists Board;
- (vi) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- (vii) Certificate in computer application skills from a recognized institution; and
- (viii) demonstrated professional competence and managerial capability as reflected in work performance and results.

V. DEPUTY DIRECTOR OF MEDICAL SERVICES/SENIOR MEDICAL SPECIALIST, JOB GROUP 'R'

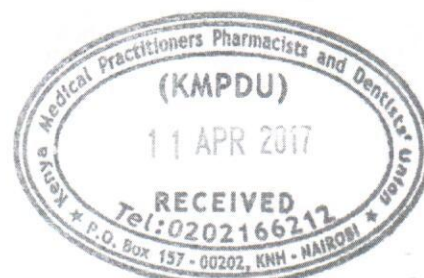
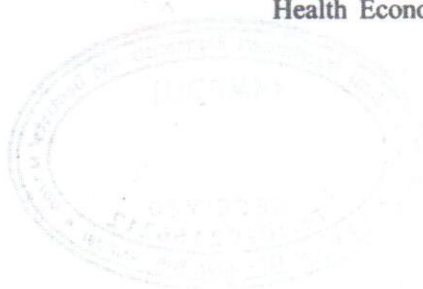
(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- performing complex and advanced clinical patient management in area of specialization including:- Internal Medicine, Obstetrics and Gynecology, General Surgery, ENT Surgery, Ophthalmology, Psychiatry, Anesthesia, Pediatrics, Pathology, Radiology, Public Health, or other specialties recognized by the Board; coordinating training, coaching and mentoring of health personnel; managing health stores including essential medicines and/or plant and equipment; managing larger facilities/hospitals; developing intervention activities or programs for the management of diseases and conditions; developing medical Standard Operating Procedures (SOPs) and protocols; developing training curricular and syllabi in collaboration with training institutions; coordinating emergency response and clinical care; coordinating health projects and programmes; managing health information systems; carrying out health surveys and research; and monitoring the provision of forensic and medico-legal services.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) served as a Senior Assistant Director of Medical Services/Medical Specialist I for a minimum period of three (3) years;
- (ii) Bachelor of Medicine and Bachelor of Surgery (M.B.Ch.B) degree from an institution recognized by Medical Practitioners and Dentists Board;
- (iii) Masters degree in any of the following fields: Medicine, Anesthesia, Cardiothoracic Surgery; Dermatology, Ear, Nose and Throat, Otorhinolaryngology, Family Medicine, General Surgery, Geriatrics, Internal Medicine, Microbiology, Neurosurgery, Obstetrics and Gynaecology, Occupational Medicine, Ophthalmology, Orthopedic Surgery, Pediatrics and Child Health, Palliative Medicine, Pathology, Plastic and Reconstructive Surgery, Psychiatry, Public Health, Radiology, Health Systems Management, Health Economics, Health Informatics, Epidemiology, Global Health Policy,



Public Health Microbiology and Emerging Infectious Diseases, Biostatistics or equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Board;

- (iv) Certificate of Registration by the Medical Practitioners and Dentists Board;
- (v) Valid practicing license from Medical Practitioners and Dentists Board;
- (vi) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- (vii) Certificate in computer application skills from a recognized institution; and
- (viii) demonstrated professional competence and managerial capability as reflected in work performance and results.

VI. SENIOR DEPUTY DIRECTOR OF MEDICAL SERVICES II/CHIEF MEDICAL SPECIALIST, JOB GROUP 'S'

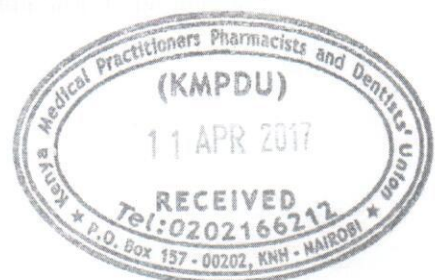
(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: developing and coordinating implementation of health standards, guidelines and protocols; undertaking specialized diagnosis, care, treatment and rehabilitation of patients; assessing employees' fitness for continuation of work, age assessment and medical practice among others; planning and managing national healthcare programs at the implementation level directed towards the improvement of health services in the country; developing intervention activities or programs for training of health staff in field of community health and health management; promoting International Health Relations; monitoring and evaluating health projects and programmes; providing guidance, training and development of professional staff in clinical practice specialty; coordinating outreach activities and services; designing and undertaking research; coordinating health research; analyzing, utilizing and disseminating research findings in planning activities to improve service delivery; initiating development of an appropriate health information management system; coordinating provision of quality health care and adherence to health standards; providing specifications for procurement of health supplies and commodities; and coordinating training and development and performance management.

(b) Requirements for Appointment

For Appointment to this grade, an officer must:

- (i) served as a Deputy Director of Medical Services/Senior Medical Specialist for a minimum period of three (3) years;

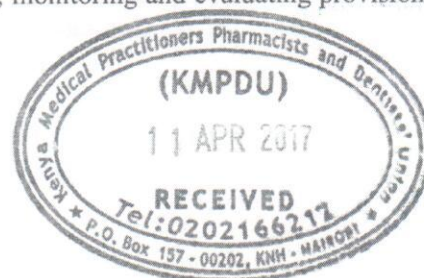


- (ii) Bachelor of Medicine and Bachelor of Surgery (M.B.Ch.B) degree from an institution recognized by Medical Practitioners and Dentists Board;
- (iii) Masters degree in any of the following fields: Medicine, Anesthesia, Cardiothoracic Surgery; Dermatology, Ear, Nose and Throat, Otorhinolaryngology, Family Medicine, General Surgery, Geriatrics, Internal Medicine, Microbiology, Neurosurgery, Obstetrics and Gynaecology, Occupational Medicine, Ophthalmology, Orthopedic Surgery, Pediatrics and Child Health, Palliative Medicine, Pathology, Plastic and Reconstructive Surgery, Psychiatry, Public Health, Radiology, Health Systems Management, Health Economics, Health Informatics, Epidemiology, Global Health Policy, Public Health Microbiology and Emerging Infectious Diseases, Biostatistics or equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Board;
- (iv) Registration Certificate by the Medical Practitioners and Dentists Board;
- (v) Valid practising license from Medical Practitioners and Dentists Board;
- (vi) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- (vii) Certificate in computer application skills from a recognized institution; and
- (viii) shown outstanding professional competence and administrative capability and initiative in the general organization and management of the Pharmacy Function.

VII. SENIOR DEPUTY DIRECTOR OF MEDICAL SERVICES /SENIOR CHIEF MEDICAL SPECIALIST, JOB GROUP 'T'

(a) Duties and Responsibilities

An officer at this level will be responsible for the following duties and responsibilities: formulating and reviewing health policies, strategies, guidelines and protocols; overseeing provision of promotive, preventive, curative and rehabilitative health services; providing subspecialized services to patients; planning and managing national healthcare programs; initiating and managing healthcare projects and programs; developing intervention activities and programs for training health professionals in community health and health management in hospitals/health facilities; initiating and coordinating operational and clinical research; facilitating implementation of research findings to improve quality of service delivery; coordinating and providing specifications for procurement of health commodities; ensuring adherence to health standards and guidelines; facilitating training and development of medical and health staff; mobilizing resources and promoting partnerships and collaborations with government agencies and development partners in promotion of health programmes and projects; monitoring and evaluating provision



of health services at all levels; preparing planning and budgeting for the Department; coordinating capacity building and performance management.

(b) Requirements for Appointment

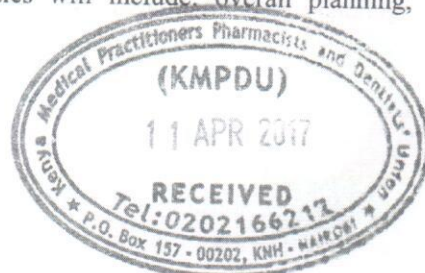
For appointment to this grade an officer must have:

- (i) served as Senior Deputy Director of Medical Services II/Chief Medical Specialist for a minimum period of three (3) years;
- (ii) Bachelor of Medicine and Bachelor of Surgery (M.B.Ch.B) degree from an institution recognized by Medical Practitioners and Dentists Board;
- (iii) Masters degree in any of the following fields: Medicine, Anesthesia, Cardiothoracic Surgery; Dermatology, Ear, Nose and Throat, Otorhinolaryngology, Family Medicine, General Surgery, Geriatrics, Internal Medicine, Microbiology, Neurosurgery, Obstetrics and Gynaecology, Occupational Medicine, Ophthalmology, Orthopedic Surgery, Pediatrics and Child Health, Palliative Medicine, Pathology, Plastic and Reconstructive Surgery, Psychiatry, Public Health, Radiology, Health Systems Management, Health Economics, Health Informatics, Epidemiology, Global Health Policy, Public Health Microbiology and Emerging Infectious Diseases, Biostatistics or equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Board;
- (iv) Registration Certificate by the Medical Practitioners and Dentists Board;
- (v) Valid practising license from Medical Practitioners and Dentists Board;
- (vi) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- (vii) Certificate in computer application skills from a recognized institution;
- (viii) demonstrated high professional competence and administrative capability as reflected in work performance and results; and
- (ix) demonstrated a clear understanding of National development policies, goals and objectives and ability to integrate them into the Medical Officers' function.

VIII. DIRECTOR OF MEDICAL SERVICES/SENIOR, JOB GROUP 'U'

(a) Duties and Responsibilities

The Director of Medical Services will be responsible to the Cabinet Secretary of Health for the organization, control and coordination of all forms of health services at national level. Specific duties and responsibilities will include: overall planning,



direction and development of health services including promotive, preventive, curative and rehabilitative services; formulating and reviewing national health plans and programs, policies, regulations strategies, guidelines and protocols; providing specialized health opinion/advice; overseeing and facilitating training and development of medical personnel; providing expertise on all forms of alternative medicine and their integration with conventional medicine; responding to health-related parliamentary questions and representing the Country's health sector at regional and international forums; mobilizing resources to support health care programmes; ensuring prudent allocation and utilization of resources; fostering collaboration and partnership with development partners and other stake holders in support of health care programmes and projects; facilitating capacity building for health care services and performance, management.

(b) Requirements for Appointment

For Appointment to this grade an officer must have:

- (i) served in the grade of Senior Deputy Director of Medical/Dental/Pharmaceutical Services or Chief Medical Specialist/Chief Dental Specialist/Chief Pharmaceutical Specialist I or any other health related field for a minimum period of three (3) years;
- (ii) Bachelors Degree in any Health field from an Institution recognized by relevant Board;
- (iii) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- (iv) Registration Certificate by the Medical Practitioners and Dentists Board;
- (v) Valid practising license from Medical Practitioners and Dentists Board;
- (vi) Certificate in a related sub-specialty in a clinical or management field;
- (vii) Certificate in computer application skills from a recognized institution;
- (viii) demonstrated a clear understanding of National development policies, goals and objectives and ability to integrate them into the Administrative Officers' function; and
- (ix) thorough understanding of the global, regional, and national developmental goals, policies and programs and the ability to relate them to the health ministry's mandate.



DENTAL OFFICERS

APPENDIX 'B'

I. DENTAL OFFICER, JOB GROUP 'M'

(a) Duties and Responsibilities

An officer at this level will work under supervision of a senior and experienced officer. Duties and responsibilities at this level will entail:- providing dental care including: diagnosing common oral conditions, treating, prescribing and referring; carrying out minor oral and maxillofacial surgery; prosthetics, and conservative dentistry; facilitating admission, disease investigations of patients, report writing and assisting in theatre activities; collecting information on dental health information system; organizing discharge summaries and follow-up of patients; and acting as the first on call on duty.

(b) Requirements for Appointment

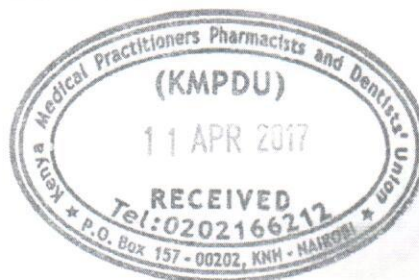
For appointment to this grade, a candidate must have:-

- (i) Bachelor of Dental Surgery (DS) degree or any other equivalent qualification from an institution recognized by Medical Practitioners and Dentists Board;
- (ii) successfully completed one (1) year Internship from a recognized institution;
- (iii) Certificate of Registration by the Medical Practitioners and Dentists Board; and
- (iv) Certificate in computer application skills from a recognised institution.

II. SENIOR DENTAL OFFICER, JOB GROUP 'N'

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- admitting patients, undertaking minor oral and maxillofacial surgery; prosthetics, orthodontics, paedodontics, periodontology and conservative dentistry; carrying out dental examinations, age assessment, and writing dental reports; participating in community sensitization and outreach programs on dental health care; collecting information and updating dental health information system; providing informal training, and supervising other health workers; writing discharge summaries and follow-up of patients; diagnosing, investigating, treating patients and assisting in the theatre activities; and acting as the first on call on duty.



(b) Requirements for Appointment

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

- (i) served in the grade of Dental Officer for a minimum period of one (1) year;
- (ii) Bachelor of Dental Surgery (DS) degree or any other equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Board;
- (iii) Certificate of Registration by the Medical Practitioners and Dentists Board;
- (iv) Valid practising license from Medical Practitioners and Dentists Board;
- (v) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- (vi) Certificate in computer application skills from a recognised institution; and
- (vii) shown ability and demonstrated merit as reflected in work performance and results.

III. ASSISTANT DIRECTOR OF DENTAL SERVICES/DENTAL SPECIALIST II, JOB GROUP 'P'

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- managing dental conditions in a dental unit or health facility including: diagnosing, investigating, treating, and patient documentation; performing specific dental care procedures; restorative, prosthodontics, paedodontics, orthodontics, minor oral-facial surgeries; periodontology and health education; providing formal and informal training, and supervising other health workers; maintaining an up-to-date dental health information system; organizing community sensitization and outreach programs on dental health care; and disseminating information for health planning.

(b) Requirements for Appointment

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

- (i) served in the grade of Senior Dental Officer for a minimum period of three (3) years;
- (ii) Bachelor of Dental Surgery(DS) degree or any other equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Board;



- (iii) Certificate of Registration by the Medical Practitioners and Dentists Board;
- (iv) Valid practicing license from Medical Practitioners and Dentists Board;
- (v) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- (vi) Certificate in computer application skills from a recognised institution; and
- (vii) shown ability and demonstrated merit as reflected in work performance and results.

V. SENIOR ASSISTANT DIRECTOR OF DENTAL SERVICES/DENTAL SPECIALIST I, JOB GROUP 'Q'

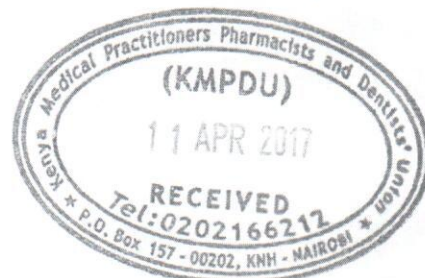
(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- performing specific dental procedures including restorative, prosthodontics, paedodontics, orthodontics, minor oral-facial surgeries, and periodontology; being on call to review and manage dental health patients; undertaking medico-legal duties which include filling of P.3 forms; undertaking dental examinations, age assessment, and writing dental reports; conducting outreach community oral health services; referring complex cases; educating and creating awareness on prevention of dental diseases and dental health; maintaining up-to-date dental health patients' records and biodata; supervising, training and coaching dental interns and students; ensuring that dental health reports are prepared and submitted promptly; coordinating preparation of annual work plans and ensuring they are adhered to; and coordinating capacity building and deployment of dental personnel.

(b) Requirements for Appointment

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

- (i) served in the grade of Assistant Director Dental/Dental Specialist II for a minimum period of three (3) years;
- (ii) Bachelor of Dental Surgery(DS) degree or any other equivalent qualification from an institution recognized by Medical Practitioners and Dentists Board;
- (iii) Masters of Dental Surgery degree in any of the following disciplines:- Paediatric Dentistry, Periodontology, Oral and Maxillofacial Surgery, Prosthodontics, Dental Biomaterials, Oral Medicine and Oral Pathology, Dental Anesthesia, Forensic Odontology, Restorative Dentistry, Endodontics, Oral Implantology, Orthodontics, Aesthetic Dentistry, Oral and Maxillofacial /Dental Radiology and Community Dentistry or any other equivalent



qualification from an institution recognized by the Medical Practitioners and Dentists Board;

- (iv) Certificate of Registration by the Medical Practitioners and Dentists Board;
- (v) Valid practising license from Medical Practitioners and Dentists Board;
- (vi) Certificate in Strategic Leadership Development Programme, lasting not less than six (6) weeks from a recognized institution;
- (vii) Certificate in computer application skills from a recognised institution; and
- (viii) demonstrated ability and competence in organizing, performing and discharging the dental function.

V. DEPUTY DIRECTOR OF DENTAL SERVICES/SENIOR DENTAL SPECIALIST, JOB GROUP 'R'

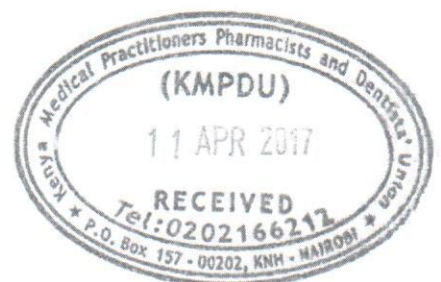
(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- providing clinical services in any of the following areas of specialty; Paediatric Dentistry, Periodontology, Maxillofacial Surgery, Prosthodontics, Oral Medicine/Oral Pathology, Orthodontics, Oral and Maxillofacial Radiology, Community & Preventive Dentistry, Biomaterials; interpreting dental health guidelines, strategies; implementing programs; providing consultancy services in dental health in health facilities; identifying areas of research and carrying out research in dental health; providing guidance, training and coaching of dental staff and other health workers, initiating development of a dental health information system; coordinating submission of dental reports, ensuring hospital units are functioning; and managing staff performance reports in dental health services.

(b) Requirements for Appointment

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

- (i) served in the grade of Senior Assistant Director Dental/Dental Specialist I for a minimum period of three (3) years;
- (ii) Bachelor of Dental Surgery(DS) degree or any other equivalent qualification from an institution recognized by Medical Practitioners and Dentists Board;
- (iii) Masters of Dental Surgery degree in any of the following disciplines:- Paediatric Dentistry, Periodontology, Oral and Maxillofacial Surgery, Prosthodontics, Dental Biomaterials, Oral Medicine and Oral Pathology, Dental Anesthesia,



Forensic Odontology, Restorative Dentistry, Endodontics, Oral Implantology, Orthodontics, Aesthetic Dentistry, Oral and Maxillofacial/Dental Radiology and Community Dentistry or any other equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Board;

- (iv) Certificate of Registration by the Medical Practitioners and Dentists Board;
- (v) Valid practising license from Medical Practitioners and Dentists Board;
- (vi) Certificate in Strategic Leadership Development Programme, lasting not less than six (6) weeks from a recognized institution;
- (vii) Certificate in computer application skills from a recognised institution; and
- (viii) demonstrated professional competence and managerial capability as reflected in work performance and results.

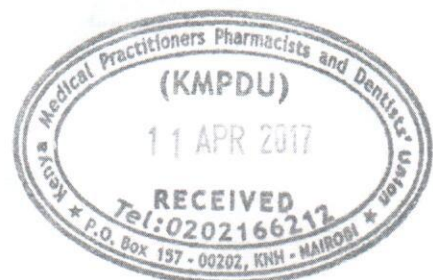
VI. SENIOR DEPUTY DIRECTOR OF DENTAL SERVICES II/CHIEF DENTAL SPECIALIST, JOB GROUP 'S'

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- providing clinical services in any of the following areas of specialty; Paediatric Dentistry, Periodontology, Maxillofacial Surgery, Prosthodontics, Oral Medicine/Oral Pathology, Orthodontics, Oral and Maxillofacial Radiology, Community & Preventive Dentistry, Biomaterials; initiating development and review of dental health policies, guidelines, strategies and programs; providing guidance on formulation, interpretation and implementation of dental health policies, guidelines, strategies and programs; providing consultancy services in dental health in health facilities; participate in planning, coordinating and implementing dental health programs and services; overseeing training, guiding, and mentoring of dental officers and interns; managing departmental stores including essential dental medicines/consumables and equipment; coordinating development and implementation of a dental health information system; conducting ward rounds, theatres, and clinics; coordinating the preparation of work plans and budgets, ensuring management of patients records; overseeing development and maintenance of departmental inventories/stores and dental commodities; overseeing collecting and collating of patients' data for management and planning of dental health services, initiating and coordinating research and dissemination of findings; coordinating staff performance management in dental health Services.

(b) Requirements for Appointment

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

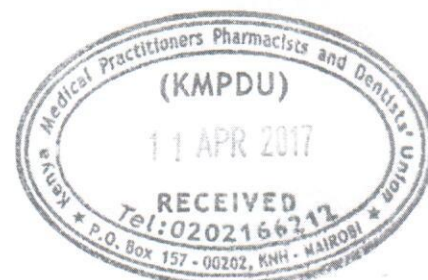


- (i) served in the grade of Deputy Director of Dental Services/Senior Dental Specialist, for a minimum period of three (3) years;
- (ii) Bachelor of Dental Surgery(DS) degree or any other equivalent qualification from an institution recognized by Medical Practitioners and Dentists Board;
- (iii) Masters of Dental Surgery degree in any of the following disciplines:- Paediatric Dentistry, Periodontology, Oral and Maxillofacial Surgery, Prosthodontics, Dental Biomaterials, Oral Medicine and Oral Pathology, Dental Anaesthesia, Forensic Odontology, Restorative Dentistry, Endodontics, Oral Implantology, Orthodontics, Aesthetic Dentistry, Oral and Maxillofacial/Dental Radiology and Community Dentistry or any other equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Board;
- (iv) Registration Certificate by the Medical Practitioners and Dentists Board;
- (v) Valid practising license from Medical Practitioners and Dentists Board;
- (vi) Certificate in Strategic Leadership Development Programme, lasting not less than six (6) weeks from a recognized institution;
- (vii) Certificate in computer application skills from a recognised institution; and
- (viii) shown outstanding professional competence and administrative capability and initiative in the general organization and management of the Pharmacy Function.

VII. SENIOR DEPUTY DIRECTOR OF DENTAL SERVICES I/SENIOR CHIEF DENTAL SPECIALIST, JOB GROUP 'T'

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- coordinating the formulation, implementation, interpretation, and review of dental health policies, guidelines, strategies and programs; planning, directing, coordinating, organizing and managing dental health programs and services; coordinating development of intervention programs, guiding, training, mentoring and coaching of staff in dental health services and other health staff in community health management; ensuring the implementation of quality management systems in dental health services; managing health facility inventories of buildings, stores, plant and equipment; primary health care management; facilitating dental research and ensuring implementation of findings; coordinating resource mobilization and partnership development amongst governmental and nongovernmental in the health sector; participating in



development of national plans and programs; overseeing the implementation of the Medical Practitioners and Dentists Board's decision; providing consultancy services in dental health in health facilities; establishing and ensuring implementation of dental health information system; custodian of patients and institutional records; coordinating outreach activities and services; ensuring staff performance management and development in dental Services; and budgeting and ensuring prudent utilization of resources.

(b) Requirements for Appointment

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

- (i) served in the grade of Senior Deputy Director Dental II/Chief Dental Specialist, for a minimum period of three (3) years;
- (ii) Bachelor of Dental Surgery(DS) degree or any other equivalent qualification from an institution recognized by Medical Practitioners and Dentists Board;
- (iii) Masters of Dental Surgery degree in any of the following disciplines:- Paediatric Dentistry, Periodontology, Oral and Maxillofacial Surgery, Prosthodontics, Dental Biomaterials, Oral Medicine and Oral Pathology, Dental Anaesthesia, Forensic Odontology, Restorative Dentistry, Endodontics, Oral Implantology, Orthodontics, Aesthetic Dentistry, Oral and Maxillofacial, Dental Radiology and Community Dentistry or any other equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Board;
- (iv) Registration Certificate by the Medical Practitioners and Dentists Board;
- (v) Valid practising license from Medical Practitioners and Dentists Board;
- (vi) Certificate in Strategic Leadership Development Programme, lasting not less than six (6) weeks from a recognized institution;
- (vii) Certificate in computer application skills from a recognised institution;
- (viii) demonstrated high degree of professional competence and administrative capability required for effective planning, direction, control and coordination of the Dental Function; and
- (ix) thorough understanding of national goals, policies and objectives and ability to relate them to the Dental Function and aspirations of Vision 2030.



PHAMARCISTS

APPENDIX 'C'

I. PHARMACIST, JOB GROUP 'M'

(a) Duties and Responsibilities

An officer at this level will work under supervision of a senior Pharmacist. Duties and responsibilities will include: screening prescriptions for legal validity, drug contraindications, drug interactions, appropriateness of dose, frequency and duration of dosing and patient convenience; preparing and dispensing medicines according to Good Dispensing Practices and counseling patients on use of medicines; making extemporaneous preparations; participating in ward rounds; identifying medicinal gaps and challenges; maintaining a daily activity log book for recording all activities undertaken; recommending Over the Counter (OTC) medicines to patients/clients with simple medical conditions and making necessary referrals; and making entries into the relevant inventory management records and registers.

An officer at this level may also be deployed in a manufacturing industry to: provide quality assurance and control services; register products; register and license premises; and providing warehousing and logistics.

(b) Requirements for Appointment

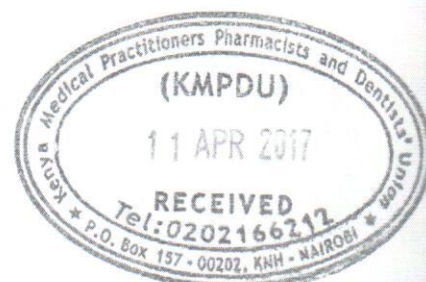
For appointment to this grade, a candidate must have: -

- (i) Bachelor of Pharmacy Degree (B Pharm) from an institution recognized by the Pharmacy and Poisons Board;
- (ii) successfully completed one (1) year Internship from a recognized institution;
- (iii) Registration Certificate by the Pharmacy and Poisons Board; and
- (iv) Certificate in Computer Application Skills from a recognized institution.

II. SENIOR PHARMACIST, JOB GROUP 'N'

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: screening prescriptions for legal validity, drug contraindications, drug interactions, appropriateness of dose, frequency and duration of dosing and patient convenience; preparation and dispensing of medicines according to Good Dispensing Practices and counselling patients on use of medicines; making of extemporaneous preparations; ordering, receiving, storage and issuing of pharmaceuticals; making entries into the relevant inventory management records and registers; participating in ward rounds to identifying medicinal gaps and challenges; filing and safe custody of patients prescription records; responding to requests on medicine information from the general public and health workers;



monitoring and reporting of medication errors; and preparing and disseminating drug availability lists to various specialist clinics.

(b) Requirements for Appointment

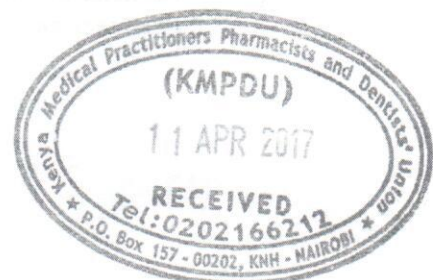
For appointment to this grade, an officer must have:-

- (i) served as a Pharmacist for a minimum period of one (1) year;
- (ii) Bachelor of Pharmacy Degree (B Pharm) from an institution recognized by the Pharmacy and Poisons Board;
- (iii) Certificate of Registration by a Pharmacist by the Pharmacy and Poisons Board;
- (iv) Valid practising license from Pharmacy and Poisons Board;
- (v) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- (vi) Certificate in Computer application skills from a recognized institution; and
- (vii) shown merit and ability as reflected in work performance and results.

**III. ASSISTANT DIRECTOR OF PHARMACEAUTICAL SERVICES/
PHARMACEAUTICAL SPECIALIST II, JOB GROUP 'P'**

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: selecting, quantifying, procuring and warehousing of medical supplies; monitoring effective storage of specialized medical supplies requiring cold storage; making entries into the relevant inventory management records and registers; participating in ward rounds to monitor medicine use, interactions and adverse drug reactions; carrying out continuing medical education for health workers in general; conducting health education on appropriate use of medicines to patients; participating in multidisciplinary clinical team activities of patient care; reporting adverse drug reactions and poor quality medicines; timely preparation of relevant monthly reports and submission to relevant offices; training and mentoring of interns and students attached to the facility; keeping safe custody and maintenance of up to date narcotic and psychotropic substances records; running of poison information centers; disseminating and providing new drug information to health workers and the general public; and supervising pharmaceutical services at lower level health facilities.



(b) Requirements for Appointment

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

- (i) served in the grade of Senior Pharmacist for a minimum period of two (2) years;
- (ii) Bachelor of Pharmacy (B Pharm) degree from an institution recognized by the Pharmacy and Poisons Board;
- (iii) Certificate of Registration by a Pharmacist by the Pharmacy and Poisons Board;
- (iv) Valid practising license from Pharmacy and Poisons Board;
- (v) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- (vi) Certificate in computer application skills from a recognized institution; and
- (vii) shown merit and ability as reflected in work performance and results.

**IV. SENIOR ASSISTANT DIRECTOR OF PHARMACEUTICAL SERVICES/
PHARMACEUTICAL SPECIALIST I, JOB GROUP 'Q'**

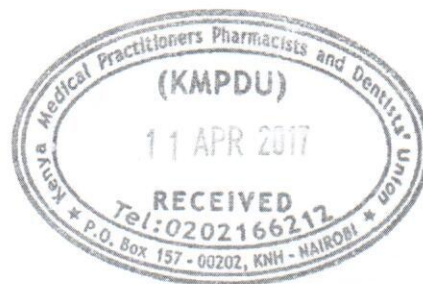
(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: coordinating pharmaceutical services in a health facility; coordinating Medicine and Therapeutics Committee activities in a health facility; developing and reviewing standard operating procedures for all pharmaceutical services in the facility; conducting research on medicine utilization; providing continuous professional development education to pharmacists; evaluating appropriateness of donated medical supplies; maintaining pharmaceutical inventories; participating in facility management committees; providing medicinal information in preparation of patient drug management therapies; coordinating preparation of annual work plans and ensuring they are adhered to; and coordinating capacity building and deployment of dental personnel.

(b) Requirements for Appointment

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

- (i) served in the grade of Assistant Director of Pharmaceutical Services/Pharmaceutical Specialist II for a minimum period of three (3) years;
- (ii) Bachelor of Pharmacy (B Pharm) degree from an institution recognized by the Pharmacy and Poisons Board;



- (iii) Master's degree in any of the following: Pharmaceutical Policy Analysis and Formulation; Pharmacognosy and Complementary Medicine; Toxicology; Clinical Pharmacy; Pharmacovigilance and Pharmaco-epidemiology; Medicines Supplies Management; Medicines Regulation; Narcotic and Psychotropic Substances Control; Pharmaceutics; Pharmacology and Therapeutics; Pharmaceutical Analysis; Tropical and Infectious Diseases; Medicinal and Pharmaceutical Chemistry; Industrial Pharmacy; Health Systems Management; Pharmaceutical Care; Health Informatics; Health Economics; Epidemiology; Biostatistics; Medical statistics; Drug Design and Development; Clinical trials; Quality Assurance; Radio pharmacy; Public Health; Microbiology; or Molecular Pharmacology from an institution recognized by the Pharmacy and Poisons Board.
- (iv) Certificate of Registration by a Pharmacist by the Pharmacy and Poisons Board;
- (v) Valid practicing license from Pharmacy and Poisons Board;
- (vi) Certificate in Strategic Leadership Development Programme lasting not less than four (4) weeks from a recognized institution;
- (vii) Certificate in computer application skills from a recognized institution; and
- (viii) demonstrated professional competence and managerial capability as reflected in work performance and results.

V. DEPUTY DIRECTOR OF PHARMACEUTICAL SERVICES/SENIOR PHARMACEUTICAL SPECIALIST, JOB GROUP 'R'

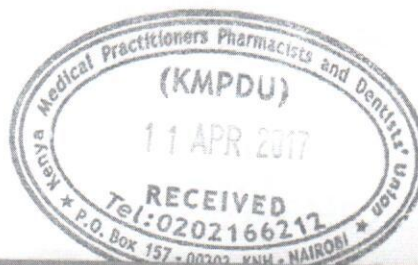
(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: analyzing reports on adverse drug reactions and poor quality medicines; setting up and running poison information centers; conducting research and dissemination of the findings on medicine utilization; assessing and evaluating research proposals involving medicine use; analyzing medicines for quality assurance; coordinating pharmaceutical services in public health programs; monitoring and evaluating effectiveness of medication therapy; facilitating detection, prevention, response and provision of information on global public health crisis as per the International Health Regulations; preparing work/strategic plans; and supervising and training staff.

(b) Requirements for Appointment

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

- (i) served in the grade of Senior Assistant Director of Pharmaceutical Services/ Pharmaceutical Specialist I for a minimum period of three (3) years;

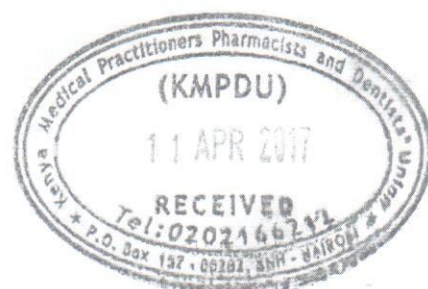


- (ii) Bachelor of Pharmacy (B pharm) degree from an institution recognized by the Pharmacy and Poisons Board;
- (iii) Master's degree in any of the following: Pharmaceutical Policy Analysis and Formulation; Pharmacognosy and Complementary Medicine; Toxicology; Clinical Pharmacy; Pharmacovigilance and Pharmaco-epidemiology; Medicines Supplies Management; Medicines Regulation; Narcotic and Psychotropic Substances Control; Pharmaceutics; Pharmacology and Therapeutics; Pharmaceutical Analysis; Tropical and Infectious Diseases; Medicinal and Pharmaceutical Chemistry; Industrial Pharmacy; Health Systems Management; Pharmaceutical Care; Health Informatics; Health Economics; Epidemiology; Biostatistics; Medical statistics; Drug Design and Development; Clinical trials; Quality Assurance; Radio pharmacy; Public Health; Microbiology or Molecular Pharmacology from an institution recognized by the Pharmacy and Poisons Board;
- (iv) Certificate of Registration as a Pharmacist by the Pharmacy and Poisons Board;
- (v) Valid practising license from Pharmacy and Poisons Board;
- (vi) Certificate in Strategic Leadership Development Program lasting not less than six (6) weeks from a recognized institution;
- (vii) Certificate in Computer application skills from a recognized institution; and
- (viii) demonstrated professional competence and managerial capability as reflected in work performance and results.

**VI. SENIOR DEPUTY DIRECTOR OF PHARMACEUTICAL SERVICES II/
CHIEF PHARMACEUTICAL SPECIALIST, JOB GROUP 'S'**

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: preparing and assessing research proposals involving medicine use; receiving and analyzing reports of adverse drug reactions and poor quality medicines; analyzing medicines for quality assurance; providing expertise and pharmaceutical care in approved areas of specialization; coordinating Medicines and Therapeutic Committee activities; assessing and evaluating research findings involving medicine use; identifying areas of research and disseminating research findings on medicine utilization; carrying out laboratory tests of medicines and medical devices to ensure quality assurance; keeping custody and safe use of licit psychotropic and narcotic substances; carrying out Pharmaco-vigilance activities (monitoring, reporting of adverse drug reactions and poor quality medicines); training, coaching and mentoring of pharmacy interns and students;



coordinating setting of targets and performance management; and supervising, disciplining and developing staff.

(b) Requirements for Appointment

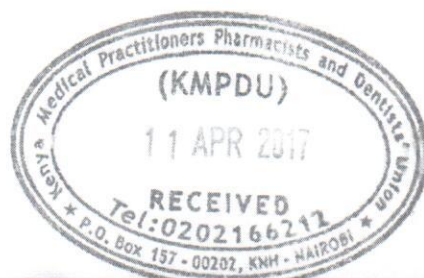
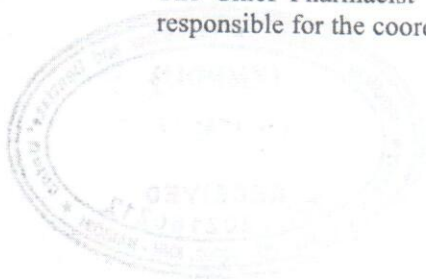
For appointment to this grade, an officer must have:-

- (i) served in the grade of Deputy Director of Pharmaceutical Services/Senior Pharmaceutical Specialist for a minimum period of three (3) years;
- (ii) Bachelor of Pharmacy (B pharm) degree from an institution recognized by the Pharmacy and Poisons Board;
- (iii) Master's degree in any of the following: Pharmaceutical Policy Analysis and Formulation; Pharmacognosy and Complementary Medicine; Toxicology; Clinical Pharmacy; Pharmacovigilance and Pharmaco-epidemiology; Medicines Supplies Management; Medicines Regulation; Narcotic and Psychotropic Substances Control; Pharmaceuticals; Pharmacology and Therapeutics; Pharmaceutical Analysis; Tropical and Infectious Diseases; Medicinal and Pharmaceutical Chemistry; Industrial Pharmacy; Health Systems Management; Pharmaceutical Care; Health Informatics; Health Economics; Epidemiology; Biostatistics; Medical statistics; Drug Design and Development; Clinical trials; Quality Assurance; Radio pharmacy; Public Health; Microbiology or Molecular Pharmacology from an institution recognized by the Pharmacy and Poisons Board;
- (iv) Certificate of Registration by a Pharmacist by the Pharmacy and Poisons Board;
- (v) Valid practising license from Pharmacy and Poisons Board;
- (vi) Certificate in Strategic Leadership Development Program lasting not less than six (6) weeks from a recognized institution;
- (vii) Certificate in Computer application skills from a recognized institution; and
- (viii) shown outstanding professional competence and administrative capability and initiative in the general organization and management of the Pharmacy Function.

VII. SENIOR DEPUTY DIRECTOR OF PHARMACEUTICAL SERVICES I / SENIOR CHIEF PHARMACEUTICAL SPECIALIST, JOB GROUP 'T'

(a) Duties and Responsibilities

The Chief Pharmacist will be the head of the Pharmacy Department and will be responsible for the coordination and management of all pharmaceutical services.

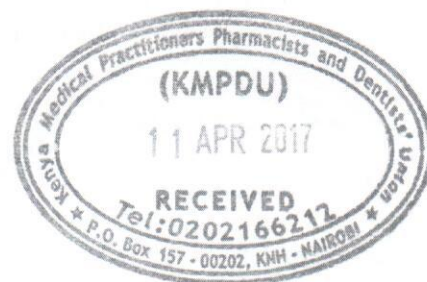


Specific duties and responsibilities will entail: formulating, interpreting and reviewing Pharmaceutical policies, laws, regulations, standards, guidelines, projects and programmes; providing leadership and technical advice on pharmaceutical issues; facilitating laboratory testing of medicines and medical devices to ensure quality assurance; facilitating research and initiating implementation of research findings on medicine utilization; advising on all forms of alternative medicine and their integration with conventional medicine for the future development of medical practice in the country; providing specifications on procurement of drugs/medicines and commodities; monitoring and evaluation of Pharmaceutical projects and programmes; serving in statutory bodies as outlined in various legislations; planning and budgeting for the Department; and capacity building and performance management.

(b) Requirements for Appointment

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

- (i) served in the grade of Senior Deputy Director of Pharmaceutical Services II/Chief Pharmaceutical Specialist for a minimum period of three (3) years;
- (ii) Bachelor of Pharmacy (B pharm) degree from an institution recognized by the Pharmacy and Poisons Board;
- (iii) Master's degree in any of the following: Pharmaceutical Policy Analysis and Formulation; Pharmacognosy and Complementary Medicine; Toxicology; Clinical Pharmacy; Pharmacovigilance and Pharmacoepidemiology; Medicines Supplies Management; Medicines Regulation; Narcotic and Psychotropic Substances Control; Pharmaceutics; Pharmacology and Therapeutics; Pharmaceutical Analysis; Tropical and Infectious Diseases; Medicinal and Pharmaceutical Chemistry; Industrial Pharmacy; Health Systems Management; Pharmaceutical Care; Health Informatics; Health Economics; Epidemiology; Biostatistics; Medical statistics; Drug Design and Development; Clinical trials; Quality Assurance; Radio pharmacy; Public Health; Microbiology or Molecular Pharmacology from an institution recognized by the Pharmacy and Poisons Board;
- (iv) Certificate in Strategic Leadership Development Program lasting not less than six (6) weeks from a recognized institution;
- (v) Certificate of Registration by a Pharmacist by the Pharmacy and Poisons Board;
- (vi) Valid practising license from Pharmacy and Poisons Board;
- (vii) Certificate in computer application skills from a recognized institution;



- (viii) demonstrated high degree of professional competence and administrative capability required for effective planning, direction, control and coordination of the Pharmacy Function; and
- (ix) thorough understanding of national goals, policies and objectives and ability to relate them to the Pharmacy Function and aspirations of Vision 2030.

