

REPUBLIC OF
Wasaarada Caafimaadka



SOMALILAND
Ministry of Health

Human Resource Development Department

HRM Tools Booklet

2011

Supported by:





Republic of Somaliland
Ministry of Health
HRM Tools

Table of contents

1. MOH & CSC HRM tools endorsement letter	5
2. MOH Organo Gram.....	6
3. HRM tools Guideline for use.....	7-12
4. Somaliland ministry of health employment contract.....	13-15
5. Role and function of ministry of health.....	16-17
6. Role and function of vice minister of health.....	18
7. Role and function of Director General MOH.....	19-20
8. Role of infrastructure engineer.....	21
9. Role of internal auditor.....	21
10. Role of public relation officer.....	21

Job descriptions

1. Director of planning and policy.....	22-24
2. Coordination officer.....	25-26
3. Head of HMIS.....	27-28
4. M & E officer.....	29-30
5. Director of Admin and Finance.....	31-34
6. Finance officer.....	35-36
7. Logistics officer.....	37-38
8. Admin officer.....	39-40
9. Director of HRD	41-45
10. HR Policy & Planning/HRMIS Officer.....	46-48
11. Internship and post graduate training officer.....	49-51
12. Personal Administrator.....	52-53
13. Pre service training/in-service training officer.....	54-55
14. Data entry personal / Data base manager.....	56-57
15. Director of health services.....	58-61
16. Disease control head section.....	62-65
17. Malaria coordinator.....	66-67
18. TB coordinator.....	68-69
19. Hospital service Head section.....	70-74
20. Head of Public Health.....	75-78
21. Reproductive Health Coordinator.....	79-80
22. Nutrition Coordinator.....	81-84



Republic of Somaliland
Ministry of Health
HRM Tools

23. Sanitation & Hygiene Officer.....	85-86
24. Emergences Preparedness Officer.....	87-88
25. IEC/BCC Coordinator.....	89-90
26. IEC/BCC Officer.....	91-92
27. National EPI officer.....	93-94
28. Secretary.....	95
29. Watchman.....	96-97
30. Cleaner.....	98-99
31. Auxiliary Midwife based in HC	100-101
32. Community Midwife.....	102-104
33. Auxiliary Nurse based in HC.....	105-106
34. Lab Technician based in Hospital	107-108
35. Radiology Technician based in hospital.....	109-110
36. Pharmacist Assistant based in hospital.....	111-112
37. Nurse (Nutrition/EPI Officer).....	113-114
38. Anesthetic Assistant(Nurse).....	115-116
39. Regional HMIS Officer.....	117-118
40. Regional Cold Chain Officer.....	119-120
41. Regional Medical Stores Officer.....	121-122
42. Hospital Director.....	123-124
43. Lab Assistant.....	125-126
44. Pharmacist Technician.....	127-128
45. Pharmacist.....	129-130
46. Dental Assistant.....	131-132
47. Dentist.....	133-134
48. Ophthalmic Nurse.....	135-136
49. Physiotherapist.....	137-138
50. Hospital Matrom.....	139-140
51. Doctor.....	141-142
52. Sanitarian.....	143-144
53. Regional Administrator.....	145-146
54. Regional HR Officer.....	147-148
55. Regional Health Officer RHO/RMO.....	149-150
56. Primary Health Coordinator(PHC).....	151-152
57. Registered Nurse based in Hospital.....	153-154
58. Midwife based in hospital.....	155-156
59. Midwife	157-158
60. Nurse.....	159-160
61. Community Health Worker(CHW).....	161-162



Republic of Somaliland
Ministry of Health
HRM Tools

62. Hospital Administrator.....	163-164
63. Attendant Worker (laundry).....	165-166
64. Accountant.....	167-168
65. Cashier	169-170
66. Fee Collector.....	171-172
67. Secretary.....	173
68. Team leader.....	174-175
69. Regional Polio Officer/RCDCSO.....	176-177
70. District Polio Officer/DCDCSO.....	178-179
71. DFA.....	180-181
72. Ambulance Driver.....	182-183
73. Cleaner.....	184-185
74. Cook.....	186-187
75. Watchman.....	188-189

Attendance sheets

Official MOH Facilities' Attendance Sheets.....	190-203
---	---------



Republic of Somaliland
Ministry of Health
HRM Tools



Republic of Somaliland
Ministry of Health

Republic of Somaliland
Civil Service Commission

Ref: MOH/47/1.00/2012

Date: 25/01/2012

Ref: Official endorsement for HRM tools developed by the Ministry of Health for Somaliland public health workers

Ministry of health is committed to satisfy the health needs of the population. As part of improving both the facilities and health services, the ministry recognized the importance of developing the knowledge and skills of health workers to make sure that the people of Somaliland get enough health services at the right time in the right place with the right staff.

Consequently, the ministry with valuable contribution from CSC (Civil Service Commission) and with the help of its partner THET (Tropical Health and Education Trust) organized a series of meetings in order to review human resource strategy policy and to develop human resource management tools. Those meetings were participated by the Somaliland health stakeholders, civil service commission and an international consultant for human resource development.

The crucial outcomes of those meetings were new MOH organogram, Job descriptions for all public health workers for central and regional levels, first government contract ever in Somaliland and attendance sheets for health facilities' staff. According to the civil servant law, each worker should have a job description and a contract.

As a result, the ministry of health and the CSC would like to officially endorse on the above mentioned HRM tools developed by the department of human resources development of the ministry of health which must be used for all public health workers either central or regional levels in Somaliland effective from today. Furthermore both of them are attached here.

Regards,



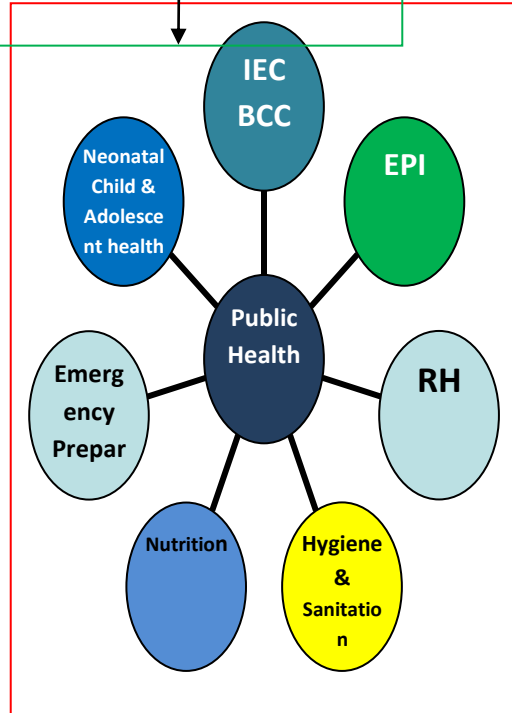
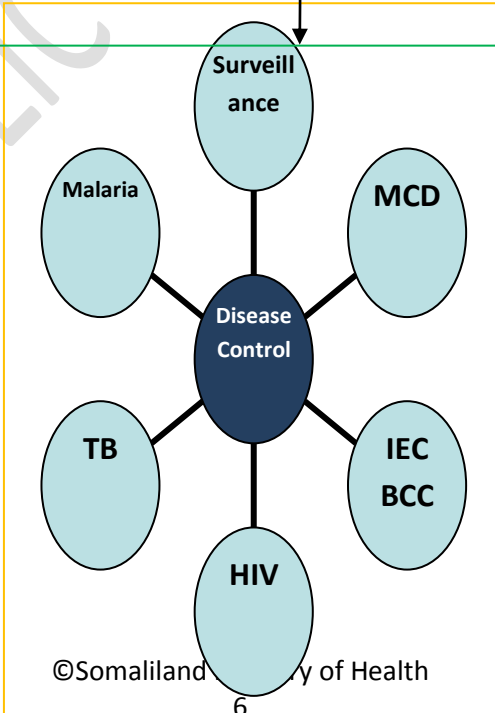
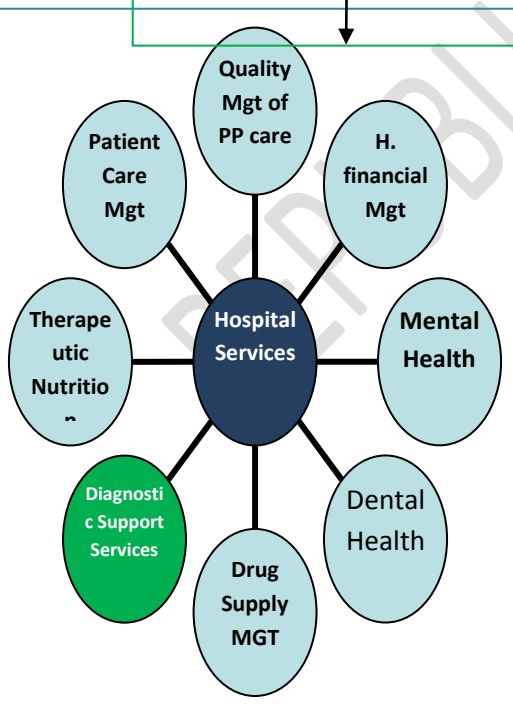
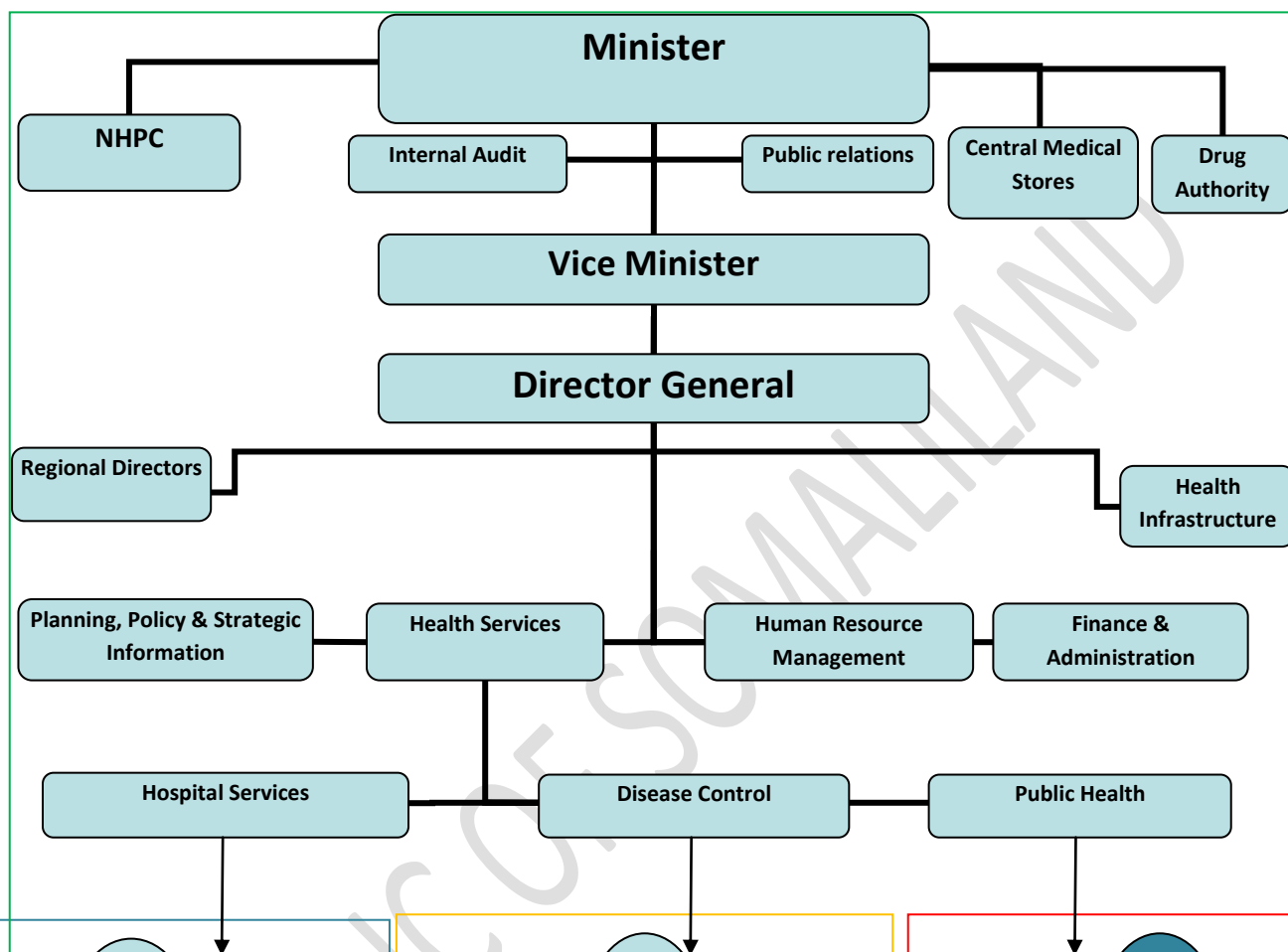
H.E. Dr. Hussein Muhumed Mohamed
Minister of Health
Somaliland



Mr. Mohamed Aw Abd Ismail
Chairman of CSC
Somaliland



Republic of Somaliland
Ministry of Health
HRM Tools





**Republic of Somaliland
Ministry of Health
HRM Tools**

Human resource management (HRM) tools guidelines for use

Introduction

The newly elected government of Somaliland has just been installed. In the Ministry of Health high recognition is given to the establishment of a Human Resources (HR) system which effectively supports the implementation of the Essential Package of Health Services (EPHS). The new health administration is continuing to build on the work already undertaken previously to ensure a cost-effective and efficient approach to managing their most expensive resource, namely the health workforce. MOH-HRDD believes Successful health managers employ a battery of skills in order to take full advantage of their human resources. In areas with insufficient numbers or a misdistribution of health workers, enhanced supervision and management allows the health system to improve the productivity of the available workforce through planning increase motivation, and supporting cooperation and collaboration among members of the health care team. Improving how health care providers are managed is key to strengthening the services they deliver, and therefore central to effective health service delivery and reform.

MOH-HRDD is utmost committed and emphasizing importance of planning the health workforce for effective health service delivery and the different aspects of good planning to lead sustainable improvement to our current poor health systems and to ensure as HR Department" as playing a major role in staffing, training and helping to manage our HR resource so that to perform at maximum capability in a highly fulfilling manner.

The intention of MOH leadership to this HRM tools is an overall Acceptance and implementation of this HRM tools which has been developed based upon the existing capacity of the HR /directorate, RHOs and other stakeholders both national and international which utilized the available resources to contribute to development of the foundations of a solid comprehensive HR Management tool. Hence MOH and other partners closely working with MOH should use this standardized HRM tools developed together for all MOH bottom upped staff working in public health facilities.

Importance of HRM tools:



Republic of Somaliland
Ministry of Health
HRM Tools

- To provide a well-motivated and committed workforce who are professionally qualified with the right skills and competencies in right numbers; at the right places, at the right time, for delivery of cost effective and quality health care, and meeting the ongoing changing needs of health care services of Somaliland
- It will ensure effective legal binding between MOH and Its staff which will keep effective managerial lines of reporting in the first time of Somaliland history
- To typically outline the necessary skills, training and education expertise needed and it spells out duties and responsibilities of each post at MOH in facility and regional wise.
- To fully explain to employees what their duties and tasks are in the workplace. It also tells an employee who and when his/her duties ends and when it get starts and give guidance on bilateral expectations either MOH or staff.
- Productivity of health workers at public health institutions is generally used to be poor. There is a high rate of absenteeism due to low levels of remuneration and incentives, resulting in poor patient attendance and loss of community confidence in the public health institutions. There of this HRM tools will hopefully minimize the negative expectations of public health facilities and will guide their improvements towards social responsible way.
- Are fundamental and vital tool to improve performance of the health workers sector and will help to improve the quality of work of health staff in facilities and regional.
- Will support MOH to get measure of the performance of its staff and career planning for further improvement and ensuring quality service delivery
- is focused on Essential Package of Health Services (EPHS), supported by appropriate levels of primary, secondary and tertiary care, and responsive to the needs of the population of Somaliland

Content of the Human resource management tools:

- **Job descriptions** for almost key public health facilities workers in line with EPHS as primary health care, health centre, referral hospital and hospital and regional health office
- **Contract with working terms and conditions** for all public health facilities and central workers either clinical or non clinical
- **Attendant sheets** for the staff working in the public health facilities
- A **simplified guideline** for HRM tools use

HRM tools:

HRM tools are vital tools closely developed together with all health sector stakeholders to improve performance of public health sector and will surely help to improve the quality of health staff in public facilities across the four levels of service provision .



Republic of Somaliland
Ministry of Health
HRM Tools

Process developed through this HRM tools:

1. Defined the public facilities structure

This went from the structure of the MOH, which consisted of two levels regional and central or national. When it comes into regional it will split into regional health offices and public health facilities which operate under regional health offices. Currently public facilities are three levels nominally health **post**, **MCH centre** and **hospital**. Through piloting of EPHS it will go in to four which will be primary health unit, health centre, referral health centre and Hospital. **You cannot develop job descriptions without having a structure.**

2. Identified roles functions and scope of practice of different positions in these facilities

Once you have the overall structure you then need to identify what are the responsibilities and authority of each regional/facilities in the MOH structure, and identified the working relations between each central/regional/facility. This clarifies the individual roles and the interworking relations. **You CANNOT BEGIN TO develop effective appropriate job descriptions if you have NOT undertaken this step**

3. Identified **ALL** staff categories and numbers in each regional/facilities

Based on the roles, functions and scope of practice of each regional section or facility identified the categories and their numbers require implementing their role and functions. **Initially staff numbers has been established by MOH, however, it should be planned for the future for use of recognized workforce planning tools based on workloads to establish optimum staffing levels**

4. The JDs has been developed by using agreed MOH/CSC job descriptions template

All job descriptions has been developed and should be developed based on the agreed MOH/CSC templates. It has been developed this HRM tools through stakeholders meetings and be undertaken by groups of persons with the relevant experience for the cadres and other titles being developed and be circulated within the stakeholders and checked for comments, potential gaps or duplications before being finalized. Relevant sections should be completed together with the Civil Service Commission and finally last advice and contributions from the HRH specialist (**Joyce Smith**) for finalization of each meeting outputs. The finalized job descriptions has be subject to jointly approved by the MOH and CSC

5. Dissemination of the HRM tools

For the time being this HRM tools will be piloted through the EPHS target area and after adaptation and implementation will be rolled out throughout country wide.



Republic of Somaliland
Ministry of Health
HRM Tools

All health workers should be provided with a copy of their job description, contract and be sensitized to take care of their attendance sheets in time working for public delivery. Copies should also be provided to supervisors and managers.

6. IDENTIFY STAFF APPRAISAL PROCESS

MOH should work with CSC to identify the Staff appraisal process and its frequency and managers will be given training to implement effective staff appraisal processes. But within this tools it has been proposed by MOH that performance appraisal will be conducted once a year by line manager of each and every public health staff.

Components of Job descriptions

- **Job title:** are official names or designations for the title of an employee performing a specific job. Job titles designate a specific role, in a specific job, that has a particular status, at a particular level in the hierarchy of MOH. Valid titles will be legally provided to each and every individual working in public health facilities, RHO and MOH central by the MOH in collaboration with CSC.
- **Locations:** These will official specific locations which public health staff working at and should be recognized by MOH and be registered on the government payroll or any other personnel records.
- **Job number/CSC reference:** These will be co agreed number for each official title operating within MOH. Currently proposed to start as follows: W/Cxxxx but MOH-HRDD team are further refining it for final use.
- **Salary grade:** will be CSC scale that all civil servant follows
- **Detailed list of expected tasks:** these are official tasks being expected from each and every individual working in MOH to undertake his/her responsibilities utmost as professional and as citizenship manner.
- **Line of authority:** will define who each MOH staff at regional and facility level works under (reports to), supervice (report to him/her) and works with.
- **Required qualifications and experience:** are the basic skills, knowledge and experience each MOH staff is being expected to have in order to provide or support provisional quality service delivery.
- **Specific outputs:** are specific taks in line with the job description being expected all MOH staff after specific period of service. **Every employee should take care to read in detail and ask clarifications if needed to RHOs and MOH-HRDD**
- **Performance indicators:** Performance Indicators define a set of values used to measure against job descriptions. These are the indicators that will show that you have performed well as expected or not. The type of indicators will be **Directional indicators** specifying whether facility or regional health is getting better or not



Republic of Somaliland
Ministry of Health
HRM Tools

- **Performance appraisal:** A performance appraisal, employee appraisal, performance review, or (career) development discussion is a method by which the **job performance** of an **employee** is **evaluated** (generally in terms of **quality, quantity, cost, and time**) typically by the corresponding **manager** or **supervisor**. A performance appraisal is a part of guiding and managing **career development**. It is the process of obtaining, analyzing, and recording information about the relative worth of an employee to the MOH. Performance appraisal is an analysis of an employee's recent successes and failures, personal strengths and weaknesses, and suitability for promotion or further training. It is also the judgment of an employee's performance in a job based on considerations other than **productivity** alone. (**MOH will work with CSC to identify the Staff appraisal process and templates**)

Components included MOH contract or letter of appointment

All the components of the contract are in line with CSC servant law and official reference document of this contract component will be CSC civil servant law. The main components are as follows:

- Title of Post
- Location
- Job/Post Number
- Contract is between Employer and Name of Employee
- Services to be carried out (as described in the Job Description)
- Length of Contract [probation period, and length of contract if successfully completes the contract]
- Salary details
- Terms and conditions as in CSC regulations.
- Termination of contract (by employeelength of notice to be given...penalties if resigns or leaves without giving the agreed length of notice, By Employer.....attend of probation period if unsatisfactoryafter satisfactory completion of probation period...see CSC regulations
- Performance monitoring
- Confidentiality
- Conflict of interests

Attendance sheets

Printable **attendance sheet will be** used in professional environments to track MOH staff performance or employee attendance in the workplace. This staff tracking time document will be filled daily time in and out and will be signed at the end of each day work or shift. The health facility managers will prepare monthly staff attendance report.



Republic of Somaliland
Ministry of Health
HRM Tools

Piloting of this HRM tools

This document will be piloted in Sahil region for the EPHS target area. All MOH Sahil staff is being expected to utilize this document after training of use. Officially RHO will lead this forward. After implementation and adaptation of this document in Sahil region will then be reviewed and incorporate the lessons learned from the piloting in Sahil region hence be widely rolled out through the other remaining five regions in Somaliland.

REPUBLIC OF SOMALILAND



Republic of Somaliland
Ministry of Health
HRM Tools



REPUBLIC OF
Wasaarada Caafimaadka

SOMALILAND
Ministry of Health

Ref: _____

Date: _____

Somaliland Ministry of Health employment contract

On behalf of Somaliland ministry of health pleased to appoint you the post of _____ based in _____ with the job reference number W/C_____. This contract is between the Somaliland ministry of health and the employee Mr/Mrs_____.

1. Services to be carried out

(As described in the your attached job description)

You are expecting to obey and fulfil your job description as effective and efficient way and any changes to your job description will be informed to you by writing.

2. Length of contract

The length of this service agreement starts from the time of signing this agreement by both parties and shall continue as long as ministry of health requires your service and you adhere to the expectations of ministry of health staff human resource policy and quality performance standards and you are subjective to an official probation for a period not less than three months and not more than six months with the duties of the initial grade and with the salary and allowances relating to the grade.

After the period of probation has expired, having regard to the work performed or the results obtained in any training course you may have attended, is found to be suitable will be appointed in the initial grade.

Any further more rules and regulation for this official employment will be referred to civil service law.

3. Salary details

For your contracted service, Somaliland ministry of health will pay you in lieu of successful work, at the end of each month the amount of SLSH----- per month. Payment is always subjected to your work performance as indicated by the ministry of health human resource policy manual and professional expectations in relation with CSC division of grades and the title of the post appointed to you. All the other motivating, occasion and increments of your salary will be referred to civil service law.

4. Working Terms and Conditions (CSC regulation)

- You must officially carry out your duties in accordance with the law and in the public interest
- You shall exercise with diligence the normal duties pertaining to the office



Republic of Somaliland
Ministry of Health
HRM Tools

- You may not refuse to serve in any place to which you may be assigned, or refuse to carry out temporarily, within the same Division, duties of grade different from those of your grade, to which you may be assigned in the exigencies of service
- Obey the rules and regulations governing the work
- Attend to your work punctuality and in proper time

Prohibitions and Liability

- You Should not exercise any activity incompatible with your duties
- You will be liable to pay compensation to the state for any damage arising out of any violation of your duties

Leave

- You will officially be entitled to annual leave of thirty days with pay, which should normally be taken consecutively
- Ordinary leave may be granted by the head of office
- In addition to annual leave, you may officially be granted extraordinary leave without pay for not more than three months within any period of three years
- Female in the Civil Service shall be entitled to maternity leave with pay for a period of four months, provided that at least one month of such leave shall be taken after the date of delivery. Maternity leave shall be granted on a certificate of a medical officer or a medical committee designated by the administration
- You shall officially be granted sick leave or study leave
- Sick leave may be granted to you for not more than twelve months in any period of three years. Sick leave shall be granted on certificate of a medical officer or a medical committee designated by the administration. Sick leave shall be granted on full pay for the first six months and on half pay for the following three months. However, in the case of service incurred illness or injury, you will be entitled to full pay for the entire period of leave
- The head of Unit concerned may, for exigencies of service recall you from annual leave or extraordinary leave

Termination

You may be terminated for any of the following:

- a) Incapacity, on the expiry of the maximum period of sick leave provided
- b) Unsatisfactory service
- c) As a result of disciplinary action
- d) Acceptance of an official's resignation



**Republic of Somaliland
Ministry of Health
HRM Tools**

5. Performance Monitoring

You will be subject to a performance appraisal after the completion of your probation period and then you will be appraised on regular yearly basis.

6. Confidentiality

- You are required at all times to observe the confidentiality of ministry of health policies and procedures, papers, files and other statement or information that can be official and not to disclose to anyone outside the ministry of health without the permission from your direct supervisor.
- The Employee agrees that he/she will at all times, during his employment with MOH and thereafter, keep confidential and not divulge to any third person or entity or use for any purpose (whether for his own financial benefit or the MOH's financial detriment) any of the confidential information of the MOH, including but not limited to its financial business, customers or transactions and other proprietary and or confidential information (hereinafter referred to as "Confidential Data") belonging to MOH or to any other person or entity doing business with the MOH.
- b) Upon the termination of this contract, the Employee shall return to the MOH all Confidential Data in his possession or under his control including all copies and notes, memoranda or other materials in his possession, which embody or record any of the Confidential Data.

7. Conflict of interest

The public servant in MOH institutions/facilities can't be allowed to undertake any other business/contract in regular public working hours.

NB: All the components of this contract and other further more details will be referred to civil service law.

On behalf of ministry of health

Name: _____

Position: _____

Signature: _____

Date: _____

On behalf of employee

Name: _____

Position: _____

Signatures: _____

Date: _____



Republic of Somaliland
Ministry of Health
HRM Tools

Official Job Descriptions

Role and function of the Minister of Health

The Minister of Health is a member of the Cabinet and charged by the President of Somaliland with the governmental portfolio for Health. This entails being tasked with the provision of safe health care to all persons in Somaliland with special attention to the poor, disadvantaged and vulnerable groups including women, children and the disabled.

The Minister leads the Ministry to undertake a stewardship role to delivery of health services throughout the country covering both public and private health services through:

Policy

- Development of National Health Policy which guides the health service delivery approach of implementation of the Essential Package of Health Services
- Ensures that Operational/Technical Policies are developed for all relevant areas of health services *e.g. Human Resources Development, Reproductive Health, Communicable disease Control etc.*
- Ensures that these policies are included in the National Health Policy and are widely disseminated to Cabinet, House of Representatives, House of Elders, central MOH, Regional and District Health Offices, CSC, Donor Agencies and Partners.
- Uses National Health Policy to guide donors and partners in ensuring their proposed interventions are compatible and support the MOH Policies and strategies.
- Ensures regular review, revision and updating of National Health Policies and Operational/Technical Policies to reflect changes as the Health Services Development progresses and new approaches are required. *e.g. as a communicable disease is eradicated the approach changes to surveillance.*
- Defining the Organizational Structure of the Ministry of Health at Central, Regional and District level which effectively supports the implementation of the defined national health policies and strategies
- Ensures the health policy full implementation by all health sector stakeholders (national and international);

Setting of Minimum Standards

- Ensures that the minimum acceptable standards of health care are defined to be observed by both public and private health services
- Ensures that the official categories of health workers are clarified together with the minimum acceptable standards of training including quality of the training institutions and that training curricula are based on the Somaliland health service needs.



Republic of Somaliland
Ministry of Health
HRM Tools

- Ensures that a monitoring and evaluation system is established to ensure the standards are achieved.
- Supports and holds to account the Director-General for the day to day functioning of the Ministry

Legislative

- Ensures that existing legislation pertaining to health Services is reviewed and revised where necessary. Identifies necessary new required health related legislation and initiates the process of development and presentation to the President for enactment.
- Approves and endorses all legal binding compromises with health partners after technical proposal from DG;

Advocacy

- Advocates to Cabinet related to health services implementation plans and defends the proposed budget for implementation of the health plans
- Advocates to Donor Agencies /International Development Organizations for support to the implementation of the MOH Policies and Plans
- Advocates to the Somaliland Community through use of a press/media officer to keep the public informed of strategies of MOH and how the MOH is addressing problems and issues raised by the communities regarding the quality of the health care delivery system.
- Advocates to governments worldwide to inform them of the policies, plans and progress of the development of the Somaliland Health Services
- Presents the achievement of the Somaliland Health Services Redevelopment annually at the World Health Assembly and advocates for support.

Other

- Represents the Institution in national and international meetings and fora;
- Responsible for resource mobilization internally or externally;
- Attends Cabinet meetings and serves on Cabinet sub-committees and task forces as required
- Is a member of the HIV/AIDS commission and other relevant committees and commissions
- Is responsible to the President, House of Representatives and House of Elders for all aspects related to the health sector and responds to questions and provides reports and briefing on specific areas of the health care delivery system on a monthly basis and as required.
- Endeavours to strengthen staff motivation and lead by example.



Republic of Somaliland
Ministry of Health
HRM Tools

Role of a Vice Minister

- The Vice Minister supports the Minister in all his functions and deputises for him in his absence.
- Addresses any specific areas related to the health services as requested by the minister

REPUBLIC OF SOMALILAND



Republic of Somaliland
Ministry of Health
HRM Tools

Role and function of a Director General of the Ministry of health and his office

The General Director of Health is the highest level of Technical Management who is responsible for overseeing the technical and managerial implementation of effective health services in Somaliland.

TOR

Policy and Planning

- Responsible for the technical design and implementation and stewardship of Health Care Delivery based on the Essential Package of Health Services
- Responsible for the establishment of National Health Policies and Strategies and their periodic review and revision to provide direction to the MOH
- Ensures the development of all relevant appropriate documentation, including policies plans and decrees in preparation for the official endorsement by the Minister of Health and/or the President
- Responsible for the technical implementation of the policy and plans

Implementation

- Coordinates and oversees the implementation of assigned functions of all directorates of the MOH in order to ensure appropriate and effective implementation of the EPHS and ensures that the directorates develop annual, quarterly and monthly work plans.
- Strengthens linkages and working collaboration between all sections both technical and administrative in the MOH by holding weekly meetings with all directors and relevant section heads to discuss issues and ensure smooth working relations and collaboration to deliver the health services
- Ensures the Health and Human Resources Information Systems are used by senior management to provide evidence based data to support decision making related to health service implementation
- Responsible for the technical briefing of the Minister and Vice Minister on all aspects of health services for presentations to Parliament and /or ??? Councils and preparation of the presentations.
- Provides oversight and technical direction and support to the Regional Health Offices and ensures the effective technical and administrative linkages of the RHOs with all sections and departments in the MOH.
- Ensures the setting of the minimum acceptable health care standards to be met by both public and private health sectors
- Ensures the setting of minimum educational standards and standardization of national curricula for all categories of health workers trained in Somaliland through collaboration with NHPC
- Ensures the ongoing monitoring and evaluation of the quality of implementation of the health services and the development of short term (Annual Plans), medium term and long term development plans for the health services.



Republic of Somaliland
Ministry of Health
HRM Tools

- Ensures that his is regularly briefed and updated by his directors on all aspects of health service delivery, the issues and challenges and in turn briefs the Minister and Vice Minister.
- Ensures that the roles and functions of each directorate are clearly defined and reinforces the functioning of each Director to work to his/her job description ensuring that each person assumes responsibility for their roles, to avoid duplication of work, confusion and conflict.

Finance and Administrative

- Overall responsible for the development and transparent management of the National Health Budget
- Oversees and controls the financial and administrative processes of the entire health services
- Authorises payments within budgets and letters of agreement with donors and partners.
- Collaborates with the Internal Auditor to ensure transparency and adherence to procedures Ensures that the Director of finance and Administration effectively and efficiently manages the day to day financial processes and procedures.

Human Resources

- Ensures that recruitment of staff and is based on the defined qualifications and experience as defined in the official job descriptions
- Liaises closely with Civil Service Commission to ensure that establishment of posts in the MOH are based on evidence based workforce planning and supports an effective pay and grading process for posts

Donor coordination

- Responsible donor coordination, ensuring that data and reports from the Health and Human Resources Information systems and relevant reports are used as evidence to guide the discussions and negotiations on proposed interventions by the donors in partnership with the MOH.
- Ensures that all the processes related to MOUs with donor agencies and partners are implemented including the preparation of MOU's, signature by Minister and monitoring and reporting of implementation of agreements.

Public Relations

- Responsible to identify and recommend to the minister particular aspects of health service delivery or other health related issues (e.g. health promotion) to be communicated to the public by the media/press responsible in the Ministers office.

Reporting to Minister and Vice Minister

- Responsible to meet and brief the Minister and/or Vice Minister on a daily basis.



**Republic of Somaliland
Ministry of Health
HRM Tools**

Role of Infrastructure Engineer

This post is filled by either a qualified Engineer or Architect who is responsible to the Director General to:

- Oversee and manage all issues related Technical Planning for
 - Construction
 - Hardware
- Ensure systems for ensuring the appropriate maintenance of building and equipment of all MOH Health Facilities in Somaliland
- Monitor the inventories of all MOH land and buildings
- Work with Planning and HRD directorates to ensure that proposed health facility building is in line with MOH development plans and can be adequately staffed without depleting the scarce human resources from other health facilities and present options to the DG and the Minister

Role of Internal Auditor

The internal Auditor should be a Qualified Accountant who is responsible for:

- Scrutinizing all MOH Accounts and accounts related to donor funded projects
- Oversee all tendering processes to ensure transparency and adherence to procedures
- Monitors transparency of all financial accounting processes in the MOH
- Ensures accountability of all persons dealing with accounts
- Raises to the attention of the Minister, Vice Minister any discrepancies or problems which require addressing

Role of Public Relations Officer (proposed)

The Public Relations Officer (PRO) has had training in journalism and media relations and is responsible for:

- Organization of press conferences for the MOH
- Preparation of Ministers statements to the media
- Organizes Ministers appearances on National Radio and TV
- Advises on presentation in the media
- Liaises with and supports individual directorates and units within the MOH on presentation of health promotion and information to the public through the national media
- Prepares press releases to the media to answer criticisms of the health services by the public and to inform the public of the activities and progress of the MOH



Republic of Somaliland
Ministry of Health
HRM Tools

Job Title: Director of Planning & policy

Location: MOH central office

Job Number/CSC reference: W/Cxxxx

Salary Grade (CSC scale): A

Short summary of the post:

Responsible for setting up ministry of health annual health plans, implementation of M &E systems for health plans and entirely responsible for internal and external coordination related to implementation of health plans and MOH priorities and overall analysis of health interventions and project proposals with the relevant technical directors based on evidence from the HMIS and HRMIS

Detailed list of expected functions:

1. Inform Minister , vice Minister DG and relevant directors of needs for revision of health policy
2. Leads the process of health policy development and review
3. Liaises closely with relevant directorates for development of operational policies and strategies which will be included as annexes to the Health Policy
4. Responsible for the set up and implementation of the M&E system for implementation of Health Plans
5. Responsible for the Internal and external coordination related to implementation on Health Plans and priorities
6. Analyses new health intervention/ project proposals together with the relevant technical directors based on evidence from the HMIS and HRMIS and together advise the Minister vice Minister and DG on the way forward.
7. Oversees the development and implementation of necessary planning and information systems to support the decision making for improving the functioning of the health care delivery system
8. Undertakes any other tasks required by the director general related to strengthening the functioning of the department

Functional Linkages:

RHO

- Support functioning of HMIS at regions and provide training , monitoring, supervision and quality control
- Ensures ability to use M&E tools in regions
- Support implementation of those tools
- Regional development and implementation of plans in harmony with National Priorities and Plans
- Support annual , medium and long term planning and implementation



Republic of Somaliland
Ministry of Health
HRM Tools

- Provide feedback on issues related to policy implementation for review
- Implement Health and operational policies
- Support implementation of M&E tools
- Contributes of the M&E Process particularly for regional hospitals and health facilities
- Ensures provision of accurate and relevant reports to support decision making to MOH and concerned partners

Administration and Finance

- Provide data to support development of annual budget
- Reviews implementation of budget
- Ensures provision of accurate and relevant reports to support decision making to MOH and concerned partners

HRD

- Liaise with HR-MIS to identify key data fields to be imported to HMIS
- Utilize the information and reports form HR-MIS and supports implementation of workforce planning based on workloads and development of a HR strategic rolling HR plan
- Reviews staffing issues in relation to implementation of plans
- Ensures provision of accurate and relevant reports to support decision making to MOH and concerned partners

Health Services

- Uses reports from HMIS to identify gaps in health service delivery
- Ensures Participation in M&E
- Ensures provision of accurate and relevant reports to support decision making to MOH and concerned partners

Diseases control

- Uses reports from HMIS to identify gaps in relation to communicable disease
- Ensures participation in M&E
- Ensures provision of accurate and relevant reports to support decision making to MOH and concerned partners

Public Health

- Uses reports from HMIS to identify gaps in public health service delivery
- Ensures participation in M&E
- Ensures provision of accurate and relevant reports to support decision making to MOH and concerned partners



Republic of Somaliland
Ministry of Health
HRM Tools

Lines of authority:

- **Works under:** Director general of MOH
- **Supervises:** all DOP departmental staff
- **Works with:** MOH departmental heads, RHOs and partners

Required Qualifications and Experience:

- MPH (Masters of public health)/High diploma of public health or equivalent.
- Five years of working experience

Working terms and conditions (CSC regulation): Will be referred to CSC regulations

Future career prospects: will be given appropriate training/advance education opportunity which will be subject to successful appraisal

Gender equity: Male and female will be equally considered for this post

Specific Outputs:

- Development of MOH annual health plan.
- Development of internal and external coordination mechanisms related to implementation of health plans and MOH priorities.
- Development of overall analysis mechanisms of health interventions and project proposals with the relevant technical directors based on evidence from HMIS and HR-MIS.

Performance indicators:

- Ensures ability to use M&E tools in central and regional levels.
- Support functioning of HMIS at regions and provide training , monitoring, supervision and quality control
- Implement Regional development and implementation of plans in harmony with National Priorities and Plans
- Support annual , medium and long term planning and implementation
- Implement Health and operational policies
- Provide data to support development of annual budget

Performance Appraisal:

Performance appraisal will be conducted once a year by the line manager



Republic of Somaliland
Ministry of Health
HRM Tools

Job Title: Coordination Officer

Location: MOH central office

Job Number/CSC reference: W/CXXXX

Salary Grade (CSC scale): A

Short summary of the post:

Responsible for coordination of the health systems strengthening program activities of the MoH DoP including communications with partners and other departments of the MoH, arranging stakeholder consultative meetings and workshops etc, assist the director of planning of the MoH Work closely with MoH partners including international agencies UN and health institutions

Detailed list of expected tasks:

1. Monitor partners activities in relation to EPHS particularly in regions
2. Ensures that donor and partner activities are complimentary to the MOH Policies and Strategies
3. Provides accurate and relevant reports to support decision making
4. Develop and maintain simple directory book for Somaliland health partners to ensure that their programs are well coordinated
5. Assist the director of MoH DoP in developing integrated activity plan for the planning department
6. Communicate with partners and other departments of the MoH and arranging stakeholder consultative meetings and workshops etc
7. Work with MoH partners to ensure that program outputs are delivered to standard and in within deadlines
8. Develop annual and quarterly coordination progress reports and submit to the director of MoH DoP for MOH leadership decision making
9. Undertakes any other necessary tasks required by the Director of Policy and Planning related to strengthening the functioning of the department

Lines of authority

Works under: Director of DOP

Supervises: Any subordinate designated staff

Works with: Other members from DOP, MOH central staff, RHOs and partners

Required Qualifications and Experience:



**Republic of Somaliland
Ministry of Health
HRM Tools**

- University Degree
- Five years of working experience

Working terms and conditions (CSC regulation): will be referred to CSC regulation

Future career prospects: will be given appropriate training/advance education opportunity which will be subject to successful appraisal

Gender equity: Male and female will be considered equally for this post

Specific Outputs:

- Development of monitoring tools for partners activities in relation to regional EPHS.
- Develop and maintain simple directory book for Somaliland health partners to ensure that their programs are well coordinated.

Performance indicators:

- Ensures that donor and partner activities are complimentary to the MOH Policies and Strategies.
- Provides accurate and relevant reports to support decision making.
- Assist the director of MoH DoP in developing integrated activity plan for the planning department.
- Work with MoH partners to ensure that program outputs are delivered to standard and in within deadlines
- Develop annual and quarterly coordination meetings progress reports and submit to all concerned parties through director of the department for MOH leadership decision making

Performance Appraisal:

Performance appraisal will be conducted once a year by the line manager



**Republic of Somaliland
Ministry of Health
HRM Tools**

Job Title: Head of HMIS

Location: MOH central

Job Number/CSC reference: WCxxxx

Salary Grade (CSC scale): A

Short summary of the post:

Responsible for overall management of HMIS data, their compilation into reports and development of appropriate data collection tools for use in facilities to ensure accuracy of data collected.

Detailed list of expected tasks:

1. Collect compile and review Health data from the regions and compile annual report and any reports required by senior health management
2. Develop appropriate data collection tools for use in health facilities to more accurate data capture
3. Develop /review guidelines for data collection and use
4. Use of data for M&E
5. maintains a database of partners stakeholders including timeframes, budget and other support activities
6. Provides accurate and relevant reports to support decision making
7. Aggregate data, perform simple analyses, monitor indicators and prepare reports (by facility, district and regional total);
8. Keep well filed copies of all reports and forms delivered from facilities and Keep stock of registers, forms and wall charts to be distributed where needed;
9. Ensure that all relevant units and regions send all required summary reports on time
10. Organise quarterly review/feedback meetings for health facility staff at regional level and participate in regional and national level meetings for MOH staff and stakeholders
11. Support functioning of HMIS at regions and provide training , monitoring, supervision and quality control
12. Undertakes any other necessary tasks required by the Director of Policy and Planning related to strengthening the functioning of the department

Lines of authority:

Works under: Director of DOP

Supervises: All HMIS central and regional staff

Works with: Other departmental staff, MOH central staff, regional HMIS officers and partners

©Somaliland Ministry of Health



**Republic of Somaliland
Ministry of Health
HRM Tools**

Required Qualifications and Experience:

- University Degree/Post basic Diploma or equivalent.
- Five years of working experience.

Working terms and conditions (CSC regulation): Will be referred to CSC regulations

Future career prospects: will be given appropriate training/advance education opportunity which will be subject to successful appraisal

Gender equity: Male and female will be equally considered for this post

Specific Outputs:

- Development of appropriate data collection tools to ensure accuracy of data collected and put in place effective management of HMIS data and their compilation into reports.
- Development/reviewing periodically guidelines for data collection.

Performance indicators:

- Aggregate data, perform simple analyses, monitor indicators and prepare reports (by facility, district and regional total);
- Organise quarterly review/feedback meetings for health facility staff at regional level and participate in regional and national level meetings for MOH staff and stakeholders
- Send all required summary reports on time to the National MOH HMIS Unit, and other stakeholders including analyses on timeliness and completeness of reporting
- Keep well filed copies of all reports and forms delivered from facilities and Keep stock of registers, forms and wall charts to be distributed where needed;
- Support functioning of HMIS at regions and provide training , monitoring, supervision and quality control
- Collect compile and review Health data from the regions, compile annual report and share all concerned parties through director of the department.

Performance Appraisal:

Performance appraisal will be conducted once a year by the line manager



Republic of Somaliland
Ministry of Health
HRM Tools

Job Title: M & E Officer

Location: MOH central office

Job Number/CSC reference: WCxxxx

Salary Grade (CSC scale): A

Short summary of the post:

Responsible for the process of developing and standardizing all MOH and partners M & E tools and ensure their proper use at regional and facility levels.

Detailed list of expected tasks:

1. Support process of development of standardized M&E tools for use in Somaliland
2. support Regions to use M&E tools
3. Support M&E system and tools development
4. reviews timely implementation of health plans and identifies problems and blockages
5. Provides accurate and relevant reports to support decision making
6. Conduct site visits to monitor implementation of health programs in Somaliland and Provides accurate and relevant reports to support decision making
7. Contributes of the M&E Process particularly for regional hospitals and health facilities
8. Develop annual M & E plans and implement appropriately in a timely manner
9. Undertakes any other necessary tasks required by the Director of Policy and Planning related to strengthening the functioning of the department

Lines of authority:

Works under: director of DOP

Supervises: any designated subordinate staff

Works with: Other DoP members, MOH central staff, RHOs and partners

Required Qualifications and Experience:

- University Degree or equivalent
- Five years of working experience.

Working terms and conditions (CSC regulation): Will be referred to CSC regulations

Future career prospects: will be given appropriate training/advance education opportunity which will be subject to successful appraisal



Republic of Somaliland
Ministry of Health
HRM Tools

Gender equity: Male and female will be equally considered for this post

Specific Outputs:

- Development of standardizing M&E tools and ensures their proper use.
- Develop annual M & E plans and implement appropriately in a timely manner

Performance indicators:

- reviews timely implementation of health plans and identifies problems and blockages
- Conduct site visits to monitor implementation of health programs in Somaliland and Provides accurate and relevant reports to support decision making
- Contributes of the M&E Process particularly for regional hospitals and health facilities
- support Regions to use M&E tools

Performance Appraisal:

Performance appraisal will be conducted once a year by the line manager



Republic of Somaliland
Ministry of Health
HRM Tools

Job Title: Director of Admin & Finance

Location: MOH Central Office

Job Number/CSC reference: W/CXXXX

Salary Grade (CSC scale): A

Short summary of the post:

Responsible for the overall development, implementation and monitoring strategic and day to day financial planning and management of MOH

Detailed list of expected tasks:

1. Responsible for the overall development, implementation and monitoring strategic and day to day financial Planning and Management of the MoH
2. Works together with the Director of Planning, to brief the DG, Minister and vice minister on the annual budget and its presentation and defence to ministry of finance and parliament
3. Works with directors of Planning HRD, health service directors and regional health offices to prepare development budget for development plans not covered by MOH budget for presentation to donors and partners
4. Responsible for the overall development, implementation and monitoring strategic and day to day administrative Planning and Management of the MoH
5. Responsible for the establishing of effective logistic systems which support health service delivery in an effective and timely fashion
6. DF&A works with his section chiefs in his department and regional admin officers to identify capacity development and in-service training needs for all support staff
7. Ensures that any disciplinary action related to attendance according to CSC procedure is communicated to HRD directorate for recording in the computerized personnel record.
8. Works closely with other departments of the ministry in the issues related to admin and finance
9. Undertakes any other necessary tasks required by the Director general related to strengthening the functioning of the department

Functional Linkages:

CSC

- Ensures payroll is based on evidence and reporting

HRD

- Ensures payroll is based on evidence and reporting
- Ensure related budget of HRD plans is inclusion in the annual health budget



Republic of Somaliland
Ministry of Health
HRM Tools

- Liaises with Director of HRD for any disciplinary actions related to non attendance or other issues
- Supports that any disciplinary action for a health worker is recorded in the HR-MIS personnel record

Internal Audit

- Ensures that all accounting is made available to the internal auditor for scrutiny
- Monitors and oversees all tendering

Planning

- Works closely to prepare budgets for health plans
- Ensures that there is evaluation of the results of expenditure of the donor funds and the results
- Reviews and uses data on land and inventory as a basis for recommending to DG and Minister inclusion of plans for renovation, rebuilding or new development

Health Services

- Ensures that financial procedures are followed
- Supports the developed plans and related budget for inclusion in the annual health budget

Diseases Control

- Ensures HRD Plans and related budget for inclusion in the annual health budget

Public Health

- Ensures that financial procedures are followed
- Ensures that Developed Plans and related budget for inclusion in the annual health budget

RHO

- liaises closely with MOH Finance directorate section to ensures that financial procedures are followed
- Follows financial procedures
- Develops Plans and related budget for inclusion in the annual health budget
- Prepares and submits requests for release of quarterly budget, Prepares accounting for use of budget together with receipts according to procedures
- Supervise the staff working in financial section
- Ensures that all administrative procedures are defined and implemented
- Manages all filing systems and archives to ensure ease of retrieval



Republic of Somaliland
Ministry of Health
HRM Tools

- To supervise all administrative and supportive staff of the RHO including secretaries, typist, clerks, watchman, cleaners, cooks, laundry, drivers and messengers
- To facilitate information flow between MOH, RHO and DHO by ensuring that all information gets circulated to the relevant departments prior to filling in the appropriate manner
- will ensure that all office furniture and equipment are inventoried and maintained securely inventory shared with MOH
- Receives and distributes the stationary and equipment
- Ensures the cleanness, maintenance and security of the environment of DHO
- Ensures effective logistic processes which ensure that procurement, transport and other relevant logistic aspects are dealt with in a effective, efficient and transparent manner
- Compiles inventory and sends to MOH
- Ensures system of repair of buildings and equipment in the regions
- Receives, stores and distributes supplies and equipment
- Receives, stores and distributes medical supplies and drugs
- Maintains transport system including fuel supplies repair and maintenance

Medical Stores

- Closely collaborates with Medical stores
- Ensures that financial procedures are followed

Central Stores

- Ensures that financial procedures are followed

Lines of authority:

- **Works under:** Director general of MOH
- **Supervises:** all admin/finance departmental staff and RHO operational staff
- **Works with:** MOH departmental heads, staff and partners

Required Qualifications and Experience:

- Admin and finance Degree or equivalent
- Five years of working experience

Working terms and conditions (CSC regulation): Will be referred to CSC regulations

Future career prospects: will be given appropriate training/advance education opportunity which will be subject to successful appraisal

Gender equity: Male and female will be considered equally for this post

Specific Outputs:

- Development and production of annual budget for the ministry



Republic of Somaliland
Ministry of Health
HRM Tools

- Development, production and adaptation of appropriate financial management system
- Preparation and production of monthly, quarterly and yearly financial liquidation reports and submit those who want to know on a timely manner.
- Development, keep MOH stock files for the furniture, other equipments such as computers and it is accessories, stationary, fuel and vehicles etc and update on a quarterly basis.

Performance indicators:

- Completion of the annual budget and share all concerned parts on time
- Completion of the financial liquidation reports and submission to ministry of finance and supporting partners on time.
- Improve the knowledge and skills on administration and financial management of the departmental staff.
- Enhance the quality of financial management system
- Improve stock files keeping and their timely manner updating

Performance Appraisal:

Performance appraisal will be conducted once a year by the line manager



Republic of Somaliland
Ministry of Health
HRM Tools

Job Title: Finance Officer

Location: Central office of MOH

Job Number/CSC reference: W/CXXXX

Salary Grade (CSC scale): A

Short summary of the post:

Develops and implements standardized procedures for budgeting, disbursements and accounting for MOH budgets and funds received from donors. As well as ensures overall adherence of policies and procedures to enrich transparency and accountability of all aspects of finance in MOH

Detailed list of expected tasks:

1. Develops and implement standardized procedures for budgeting , disbursement and accounting and for MOH budget and funds received
2. Ensures adherence to these procedures at all times to ensure transparency and accountability
3. Work with all relevant planning, HR service directors and regional health offices to develop annual health budget
4. Prepares the release of health budget to the RHO on quarterly basis as authorized by the DG and DF&A and makes sure that expenditure are accounted for and relevant reports are submitted in a timely manner
5. Ensures financial procedures related to donor funding is adhered to
6. Prepares periodic financial reports for the MOH and donor agencies based on request of director of A&F
7. Supervises the staff working in financial section
8. Identify capacity development needs for the staff in the section
9. Monitors the attendance of all personnel in MOH at every level
10. Compile and collect attendance reports and provides to director for verification and inclusion in the payroll
11. Raises the issue of bad attendance to initiate CSC procedures related to discipline as necessary
12. Undertakes any other necessary tasks required by the Director of admin and finance related to strengthening the functioning of the department

Lines of authority:

- **Works under:** Director of admin/finance
- **Supervises:** any designated subordinate staff
- **Works with:** Other members from admin/finance department, staff and RHOs

Required Qualifications and Experience:



Republic of Somaliland
Ministry of Health
HRM Tools

- Accounting Degree or equivalent
- Five years of working experience

Working terms and conditions (CSC regulation): Will be considered to CSC regulations

Future career prospects: will be given appropriate training/advance education opportunity which will be subject to successful appraisal

Gender equity: Male and female will be equally considered for this post

Specific Outputs:

- Participation of development and production of annual budget for the ministry
- Adopt and properly utilize implementable and highly transparent financial management system
- Preparation and production of monthly, quarterly and yearly financial liquidation reports and submit to his director of department on a timely manner.

Performance indicators:

- Ensure all MOH staff members received their monthly salaries by the end of every month
- Ensure all monthly planned budget including staff salaries are submitted in advance to ministry of finance
- Ensure all financial liquidations from the regions received on time
- Completion of all financial reports and share the director of the department on time.

Performance Appraisal:

Performance appraisal will be conducted once a year by the line manager



Republic of Somaliland
Ministry of Health
HRM Tools

Job Title: Logistics Officer

Location: Central office of MOH

Job Number/CSC reference: W/CXXXX

Salary Grade (CSC scale): B

Short summary of the post:

Ensure effective logistic procedures for proper procurement, transport, store keeping and distribution of medical, non medical materials and transportations. Keeping under the developed filing and recording systems to ensure accurate transparency and accountability for all aspects of logistics cycle.

Detailed list of expected tasks:

1. Follows financial procedures in terms of procurement
2. Ensures effective logistic processes which ensure that procurement, transport and other relevant logistic aspects are dealt with in a effective, efficient and transparent manner
3. Receipt, transportation and distribution of all supplies including port clearance, release of supplies form sea and air ports. \handling of shipping customs and import documentation
4. Establishes close collaborative relations with heads of central medical stores shipping , port and customs authorities, RHO and local transport contractors
5. Develops a recording and filing and bookkeeping system to ensure accurate and transparent accounting for all process of logistics cycle
6. Procurement of all MOH supplies either through purchase or donations including purchasing methods, finance terms and payment, source of supply processes
7. To apply tendering process in transparent and accountable manner
8. Responsible for establishing, maintaining and updating the inventory of supplies/equipment, furnishes for the entire health service
9. Works with FO, chief store keeper related to purchase, storage and distribution of supplies and equipment
10. Works with the chief of medical stores and pharmaceuticals section related to purchase, storage and distribution of drugs and medical supplies
11. Organize the logistics transportation system for MOH central and liaise with RHO regarding the maintenance and condition of vehicles and ensures fuel supplies, and repairs and maintenance of the vehicle
12. Identify capacity development needs for the staff in the section
13. Works with other departments at central and regional health offices in the issues related to logistics
14. Undertakes any other necessary tasks required by the Director of admin and finance related to strengthening the functioning of the department

Lines of authority:



Republic of Somaliland
Ministry of Health
HRM Tools

- **Works under:** Director of admin and finance
- **Supervises:** Any subordinate designated staff
- **Works with:** Other members from department, staff, MOH stores staff and RHOs

Required Qualifications and Experience:

- Admin/logistics Diploma or equivalent
- Three years of working experience

Working terms and conditions (CSC regulation): Will be referred to CSC regulations

Future career prospects: will be given appropriate training/advance education opportunity which will be subject to successful appraisal

Gender equity: Male and female will be equally considered for this post

Specific Outputs:

- Participation of the development of effective logistic procedures
- Development of understandable supplies stock files and stock receipt vouchers
- Development of effective store keeping and recording procedures

Performance indicators:

- Proper implementation of supplies effective store keeping and recording procedures
- Enhance the knowledge and skills of all regional store keepers
- Ensure all regional store keepers received their supplies on time
- Ensure all regional store keepers sent to his/her office regional monthly stock reports on time
- Preparation of monthly, quarterly and yearly stock reports and submits to the director of the department.

Performance Appraisal:

Performance appraisal will be conducted once a year by the line manager



**Republic of Somaliland
Ministry of Health
HRM Tools**

Job Title: Admin Officer

Location: Central office of MOH

Job Number/CSC reference: W/CXXXX

Salary Grade (CSC scale): A

Short summary of the post:

Responsible for overall planning, developing, implementing and managing administration procedures, filing systems, archive, and keeping proper information sharing of central office and regional levels of MOH.

Detailed list of expected tasks:

1. Follows financial procedures
2. Ensures that all administrative procedures are defined and implemented
3. Manages all filing systems and archives to ensure ease of retrieval
4. To supervise all administrative and supportive staff of the MOH including secretaries, typist, clerks, watchman, cleaners, cooks, laundry, drivers and messengers
5. Facilitates information flow between departments of MOH by ensuring that all information gets circulated to the relevant departments prior to filling in the appropriate manner
6. will ensure that all office furniture and equipment are inventoried and maintained securely
7. Manages the ordering and distribution of all office stationary and equipment in the MOH
8. Ensures the cleanness, maintenance and security of the environment of MOH
9. Identifies capacity development needs for the staff in the section
10. Works with all other relevant departments and regional health offices in the issues related to administration
11. Undertakes any other necessary tasks required by the Director of admin and finance related to strengthening the functioning of the department

Lines of authority:

- **Works under:** Admin/finance director
- **Supervises:** any subordinate designated
- **Works with:** Other members from admin/finance department, MOH staff and RHOs

Required Qualifications and Experience:

- Administration Degree or Equivalent
- Five years of working experience

Working terms and conditions (CSC regulation): Will be referred to CSC regulations



Republic of Somaliland
Ministry of Health
HRM Tools

Future career prospects: will be given appropriate training/advance education opportunity which will be subject to successful appraisal

Gender equity: Male and female will be considered equally for this post

Specific Outputs:

- Develop and implement effective managing administration procedures.
- Development of administrative periodic information sharing to MOH central and regional levels system
- Development and implement effective filling and recording system
- Development of inventory lists for all MOH offices furniture and equipments
- Development of the assessment tools for the identification of capacity building needs for the staff in the department.

Performance indicators:

- Ensure that all effective administration procedures documents are available on time.
- Ensure whether the administrative information's shared to central regional levels on time.
- Ensure that effective filling and recording system is in place and properly utilized
- Ensure that all furniture and equipments of MOH offices are in the inventory lists and maintained securely.
- Number of the departmental staff who have received CPD trainings and their work performance
- Completion of monthly, quarterly and yearly departmental reports and submits to the director of the department.

Performance Appraisal: will be conducted once a year by the line manager



Republic of Somaliland
Ministry of Health
HRM Tools

Job title: Director of HRD

Location: Central Office of MOH

Job number/CSC reference: W/C0005

Salary grade (CSC Scale): A

Short summary of the post:

Leads that HR policies, planning, costing, MOH staff management (Job descriptions, performance monitoring, hiring and firing) and trainings both in-service and pre-service are in place and properly maintained, utilized, analyzed and reported.

Detailed list of expected tasks:

a) Policy

1. Ensures that HR Policy is reviewed on a two yearly basis
2. Chairs the HR team in identification of necessary revisions and new policies
3. Presents necessary revisions to DG, Minister/vice minister and relevant departments for agreement and inclusion in Health Policy
4. Ensures that all relevant stakeholders as well as NGOs and donors are informed of any changes in HR policies

b) Planning

1. Ensures that staff of the HRD directorate are trained in HR information systems and relevant workforce planning methodology and are competent to train and support regional HR officers in use of these tools
2. Ensures that all results of HR-MIS and WISN are included in the updating of the Strategic National HRD Rolling Plans
3. Oversees the process of identification of vacant posts and ensures that priority posting to underserved areas is addressed and that posts are filled based on relevant qualifications and experience

c) Job Description

1. Ensures that job descriptions are reviewed regularly and clearly articulate the expected role of the worker based on the policy and requirement for appropriate health care delivery in Somaliland
2. Works with CSC and health services to ensure annual staff appraisal encompasses CSC and health service performance

d) Performance Monitoring

1. Works with CSC and Health services to monitor the results of annual staff appraisal and identify relevant action to either reward or discipline as relevant based on results

e) Hiring and Firing



Republic of Somaliland
Ministry of Health
HRM Tools

1. Oversees the performance of the personnel of the personnel section to ensure that all Personnel administrative processes are implemented according to CSC regulations

f) Administrative

1. Oversees the HR Data collection, reporting, updating and maintenance of the HR-MIS
2. Ensures that the leadership of the MOH utilize the HR-MIS for planning and management of HR
3. Use of HR-MIS to provide evidence to donor agencies on support needed for HRD

g) Training (Pre-service)

1. Works closely with training institutions, universities, HPC and professional associations to ensure that National Health Professional Standards are established and adhered to
2. Works closely with NHPC to establish minimum accreditation standards for foreign institutions
3. Establishes a team for accreditation of training institutions which includes MOH HRD, NHPC, relevant professional associations and representative of the public
4. Oversees the implementation of the internship programme
5. Monitors that the training meets service needs
6. Ensures that training institutions are kept up to date on health technical issues, new approaches and changes in treatment protocols

h) In-service training

1. Ensures that there is an effective system to monitor standards of in-service training, post training follow up by agencies and programmes implementing training
2. Ensures that all in-service training is reported and entered in the trainees personnel records
3. Works with NHPC and technical training courses to identify which courses can be accredited and can count towards professional development
4. Ensures appropriate planning of in-service training based on evidence

i) Finance

1. Ensures that all Health workforce plans are costed and provides evidence to support appropriate financing of national HRD

Undertakes any other necessary tasks required by the Director general related to strengthening the functioning of the department

Functional Linkages:

CSC

- Ensures JDs are in correct format to support Civil service administrative processes
- Support to classification of posts
- CSC Staff appraisal format
- Reviews results of Staff appraisal
- Apply disciplinary action based on Civil Service Regulation as necessary



Republic of Somaliland
Ministry of Health
HRM Tools

Admin and Finance

- Support and provide input of HR policy
- Support WISN process
- Admin collaboration on posting
- Ensures JDs grading is linked to payroll
- Support to classification of posts
- Identify financial implications of motivation incentive system
- Financial aspects of results
- Financial aspects of provision of supportive supervision
- Include appointees in the payroll
- Ensure confidentiality for HR personnel record
- Receives data on training & enters
- Costed HR annual Plans are included in the MOH annual budget

Health Planning

- Ensure inclusion in National Health Policy
- Support costing of plan
- Support WISN process/activity
- Financial aspects of provision of supportive supervision
- Links with director of HR to access reports and evidence regarded to HRD for EPHS
- imports relevant data fields from HR MIS to HMIS
- Cost of in service training plan

Health Services

- Primary health services & hosp services sections in MOH to support
- Reviews the results of staff appraisal and links with HR director re results and necessary action
- Analyze supervisory system in clinical services
- Make recommendation to strengthen supportive supervision
- Provides feedback to HR Training section as to whether training is producing graduates competent to implement the EPHS

Lines of authority

- **Works under:** Director General of MOH
- **Supervises:** MOH HRDD staff
- **Works with:** directors of other departments of MOH, CSC and partners of MOH

Required qualifications and experience:

- Masters/High Diploma on Public Health (MPH) or masters of HR development & management or equivalent.



Republic of Somaliland
Ministry of Health
HRM Tools

- Five years of working experience.

Working terms and conditions: Will be referred to CSC regulations

Future Career prospects: will be given appropriate training/advance education opportunity which will be subject to successful appraisal

Gender Equity: can be male or female: Male and female will be considered equally for this post

Specific outputs:

- Development of HR policy and strategies and ensure it is review on bi-annual basis.
- Organize participatory meetings for the development of HRM tools, there production and dissemination on time up to the peripheral facilities.
- Development of HR-MIS including data collection questionnaires, departmental staff training and establishment of central and regional databases.
- Development of HRH workforce planning tools at facility and national levels
- Enhance the knowledge and skills of the staff
- Development of effective coordination tools for all trainings (pre-service & in-service)
- Development of strategic plan and on a yearly basis master plans plus it is implementation
- Development of internal (departmental) monthly, quarterly and yearly supervision/evaluation check list for the HRDD staff particularly and generally all MOH staff members.
- Completion of monthly, quarterly and yearly departmental reports and share those who want to know on time.

Performance indicators:

- Ensure all developed tools and documents on HR development, management, policy and strategies and departmental plan are shared with MOH leaders, other departmental directors, all MOH partners (UN agencies, INGOs/LNGOs) and donors on time.
- Ensure all staff members of the department are capacitated in order they will do highly meaningful work.
- Ensure all databases are functioning well, kept all MOH staff members data and updated on a quarterly basis.



Republic of Somaliland
Ministry of Health
HRM Tools

- Ensure all planned activities will be implemented on time
- Assessment/evaluation of the departmental staff performance on monthly, quarterly and yearly basis.
- Ensure all trainings are coordinated well and those who participated will be recorded to evaluate their future work performance.
- Ensure that all training institutions are updated on all new health techniques, approaches and changes in treatment protocols.
- Ensure HRH workforce planning will be implemented on time.
- Ensure 85% of the HRH who will work in the EPHS area are qualified, well performed and provide good quality health services to their designated communities.
- Ensure that the department will fulfill its responsibilities in a responsive way to recruit in a transparent manner qualified and competent needed staff members.

Performance appraisal:

Performance appraisal will be conducted once a year by the line manager



Republic of Somaliland
Ministry of Health
HRM Tools

Job title: HR Planning & Policy/HR-MIS Officer

Location: Central Office of MOH

Job number/CSC reference: W/C0018

Salary grade (CSC Scale): A

Short summary of the post:

Support implementation of human resource development activities, HRMIS and health system strengthening programme in Somaliland. This will involve wide range of project activities, with tasks ranging from planning, implementing and information collection and collating and preparing reports plus appropriate filling system and submit reports and HR plans properly and timely

Detailed list of expected tasks:

j) Policy

1. Review national and local policy related to HR
2. Identify area requiring revised or new policy
3. Provide all necessary reports & analysis to Director of HRD for presentation to decision maker with recommendations
4. Monitoring and evaluation of implementation of HR policy

k) Planning

1. Provide annual regional HWF plan using Dewdney method including projection
2. Oversee implementation of WISN & inclusion of result in national HWF plans
3. Identify vacant posts in facilities to guide posting of new graduates to prevent mal-distribution
4. Work closely with personnel to ensure staff transfer & promotion is based on qualification and experience

l) Job Description

1. Collect all staff working with MOH needed information's and develop staff members personnel record files and make review on quarterly basis.
2. Ensure that results of appraisal is entered in HR-MIS

m) Performance Monitoring

1. Plan implementation of accepted recommendations

n) Hiring and Firing

1. Provide information on vacancies

o) Finance

1. Ensure that annual HR Plans are costed appropriately

p) Other duties



Republic of Somaliland
Ministry of Health
HRM Tools

1. Support the implementation of human resource development activities and health system strengthening programme in Somaliland. This will involve wide range of project activities, with tasks ranging from planning, implementing and information collection and collating and preparing reports plus appropriate filing system.
2. Work closely with MOH partners (UN, INGOs and LNGOs), SMA, SLNMA, training schools and universities.
3. Work with department colleagues and partners to ensure that programmes are implemented well, effectively monitored and evaluated, financial accountability and reporting will be submitted to support the partners in timely manner.
4. Undertakes any other necessary tasks required by the Director of HR related to strengthening the functioning of the department

Lines of authority

- **Works under:** Director of MOH HRD
- **Supervises:** HR Plan & Policy/HRMIS Assistant, Data Entry/Database manager, Regional HR Data collectors
- **Works with:** other members of HRD, RHO, DHO,

Required qualifications and experience:

- Public Health Degree/HR development & management Degree or equivalent
- Five years of work experience

Working terms and conditions: Will be referred to CSC regulations

Future Career prospects: will be given appropriate training/advance education opportunity which will be subject to successful appraisal

Gender Equity: Male and female will be considered equally for this post

Specific outputs:

- Development HR development and management plan, and participate it is implementation
- Completion of monthly, quarterly and yearly HR performance reports on time

Performance indicators:

- Ensure that annual master plan, quarterly and monthly action plans document are available and presented to the other members of the department in advance.



Republic of Somaliland
Ministry of Health
HRM Tools

- Ensure that all data on HR are collected on time and recorded in an appropriate manner
- Ensure all databases are functioning well and HRH personnel records inside those databases are maintained secretly.
- Ensure data on HR collection, collation, analyzing and submission of the reports to the director of the department will happen on time.

Performance appraisal:

Performance appraisal will be conducted once a year by the line manager



Republic of Somaliland
Ministry of Health
HRM Tools

Job Title: Internship and Post-graduation Training Officer

Location: Central office of MOH

Job Number/CSC reference: W/CXXXX

Salary Grade (CSC scale): A

Short summary of the post:

Ensure the overall management, placement of interns, their regional rotations and monitor implementation of in-service trainings conducted by universities, institutes and MOH partners and report to HR director.

Detailed list of expected tasks:

a) Policy:

1. Support and provide input to the reviewing the HR policy
2. Support and provide input into the identification of necessary revisions and new policies
3. Ensures that all relevant training institutions, interns and health facilities where interns are posted are aware of the changes in HR Policy

b) Planning:

1. Support and contribute to development of annual provincial HWF plan
2. Works with HR Planning and training institutions to identify where interns can be placed and posted following internship

c) Job Description:

1. Ensures that all training institutions are aware of the job descriptions and that training prepares the health workers for the work they must do

d) Administrative:

1. Provide & use HRD data

e) Training:

1. Monitoring of implementation of pre-service training in both government and private institution & reports to Director HR
2. Monitoring of accreditation status of medical schools including private sector schools
3. Monitoring of number, qualification and experience of teacher in all government and private institutions & reports to Director of HR and HPC
4. Organizes Internship rosters for all categories of health professionals undergoing internship programmes
5. Monitors if training meets regional and district health service needs
6. Involves training institution teachers to ensure in newly developed training courses to ensure inclusion of updated material and treatment protocol in pre-service
7. Monitors clinical teaching & instructors & ensure lecturers also get adequate clinical experience
8. Supports setting standard for development of accreditation training
9. Maintain linkages to RHOs & DHOs



Republic of Somaliland
Ministry of Health
HRM Tools

10. Undertakes any other necessary tasks required by the Director of HR related to strengthening the functioning of the department

Lines of authority:

- **Works under:** MOH HRD director
- **Supervises:** All interns posted under management
- **Works with:** Members from HRD, universities and partners

Required Qualifications and Experience:

- Medical Degree/Public Health Degree
- Five years working experience

Working terms and conditions (CSC regulation): Will be referred to CSC regulations

Future career prospects: will be given appropriate training/advance education opportunity which will be subject to successful appraisal

Gender equity: Male and female will be considered equally for this post

Specific Outputs:

- Development of placement, regional rotations, monitoring activities of the implementation of in-service trainings conducted by universities schedules.
- Organization of internship committee meetings, preparation of meetings minutes and disseminate to all participants
- Development of good working relationship in between HR department, universities, supporting partners, professional associations and other related stakeholders.
- Completion of monthly, quarterly, yearly internship programme reports on time

Performance indicators:

- Ensure the induction dates of the incoming interns organized and conducted on time.
- Ensure that the placement schedule and regional rotation documents (Schedule) are prepared in advance and shared with all concerned parties (HRDD, THET/KCH, SMA etc) on time.
- Ensure all internship committee meetings are participated fully, organized and conducted on time.
- Ensure interns are participated full all planned in-service trainings



Republic of Somaliland
Ministry of Health
HRM Tools

- Ensure all interns are respecting roles and regulations of internship programme
- Completion of monthly, quarterly, yearly internship reports and shared through HRDD director to all concerned parties on time.

Performance Appraisal:

Performance appraisal will be conducted once a year by the line manager

REPUBLIC OF SOMALILAND



**Republic of Somaliland
Ministry of Health
HRM Tools**

Job Title: Personnel Administrator

Location: Central office of MOH

Job Number/CSC reference: W/CXXXX

Salary Grade (CSC scale): A

Short summary of the post:

Ensure that all MOH central staff have their properly job descriptions, contracts with pay and grading classifications, take part new staff recruitments and ensure that staff posted to positions/transferred or promoted have the required skills and regularly take part staff annual performance appraisals

Detailed list of expected tasks:

1. Works with HR Planning and training sections to identify where new graduates will be posted
2. Ensures that staff posted to positions / transferred or promoted have the required qualifications and experience for the job based on the job description
3. Work within technical units and RMOs to review & revise technical content of JD
4. Works with Admin and finance to clarify the pay and grading classification issues related to the individual job descriptions
5. Ensure that all personnel have copy of own JD
6. Works with all sections of MOH and CSC to identify motivation & incentives
7. Identifies methods of performance appraisal which can be combined with CSC staff appraisal system
8. Implements annual staff appraisal and communicates results with CSC and any financial aspects to Finance department
9. Monitors and evaluates results of appraisal
10. Communicates results with all relevant sections of PHO
11. Analyses supervisory system in clinical services
12. Implements recruitment based on qualification & experience as detailed in JD & planned posts
13. Applies disciplinary action based on Civil Service Regulation as necessary
14. Implements transfer orders from RMOs and MOH
15. Terminates employment based on orders from PHO/DHO
16. Monitors leave and absences and Linking absences to performance assessment
17. Regular collection of required comprehensive HRD data and transmission for inclusion in HRMIS
18. Ensure confidentiality for HR personnel record
19. Collaborates with pre-service & in-service to ensure Health service need met
20. Maintains link with Admin and Finance department and transfers payroll related personnel information
21. Maintains linkages to RHOs & DHOs
22. Undertakes any other necessary tasks required by the Director of HR related to strengthening the functioning of the department

Lines of authority:



**Republic of Somaliland
Ministry of Health
HRM Tools**

- **Works under:** HRD director
- **Supervises:** none
- **Works with:** HRD members, admin/finance team etc

Required Qualifications and Experience:

- Administration degree or equivalent.
- Three years of working experience.

Working terms and conditions (CSC regulation): Will be referred to CSC regulation

Future career prospects: will be given appropriate training/advance education opportunity which will be subject to successful appraisal

Gender equity: Male and female will be considered equally for this post

Specific Outputs:

- Development of assessment tools to assess that staff posted to positions / transferred or promoted have the required qualifications and experience for the job based on the job description.
- Development of HRH monthly, quarterly and yearly personnel performance assessment tools.

Performance indicators:

- Ensures that staff posted to positions / transferred or promoted have the required qualifications and experience for the job based on the job description
- Ensure that all HRH personnel have copy of own JD
- Ensure all vacant posts are advertised in the local news papers, proper filing of applicant's documents, organizing of short listing meetings and participating of the recruitment process.
- Ensure confidentiality for HRH personnel record.
- Ensure regular collection of required comprehensive HRD data and transmission for inclusion in HRMIS.
- Completion of monthly, quarterly and yearly personnel administration reports and shared to concerned parties through director of the department.

Performance Appraisal:

Performance appraisal will be conducted once a year by the line manager



Republic of Somaliland
Ministry of Health
HRM Tools

Job Title: Pre-service Training/In-service Training Officer

Location: Central Office of MOH

Job Number/CSC reference: W/CXXXX

Salary Grade (CSC scale): A

Short summary of the post:

Works with government and private training institutions to develop and strengthen quality of production for all pre-service training/in-service trainings and report to HR director.

Detailed list of expected tasks:

1. Ensures that all relevant training institutions are aware of changes in relevant HR policies
2. Ensures that NGO's agencies and donors are aware of all changes in policies related to pre-service and in-service training
3. Assists P & P in identification of vacant posts
4. Ensures that all training institutions are aware of the job descriptions and that training prepares the health workers for the work they must do
5. Monitors implementation of pre-service training in both government and private institution & reports to HR director
6. Monitors accreditation status of medical schools including private sector schools
7. Works with government and private training institutions to develop roadmap to strengthen quality of production & reports to Director of HR and HPC
8. Monitors number, qualification and experience of teacher in all government and private institutions & reports to Director of HR and HPC
9. Collaborates with pre-service & in-service to ensure Health service need met
10. Involves training institution teachers to ensure in newly developed training courses to ensure inclusion of updated material and treatment protocol in pre-service
11. Collaborates with pre-service & in-service to ensure Health service need met
12. Reviews of in-service training system
13. Conducts revision & strengthening of in service training system
14. Oversees inventory of all training courses (accredited and unaccredited)
15. Sets standard for development of accreditation training
16. Ensures training results sent for inclusion in HR database
17. Works with Regional HR Officers section to plan in service training link to result of performance appraisal
18. Maintains link with HR-MIS data manager to ensure the update of personnel pre-service/in-service training history
19. Maintains linkages to RHOs & DHOs
20. Undertakes any other necessary tasks required by the Director of HR related to strengthening the functioning of the department

Lines of authority:



Republic of Somaliland
Ministry of Health
HRM Tools

- **Works under:** HRD director
- **Supervises:** None
- **Works with:** HRD members, universities, IOHS, and partners

Required Qualifications and Experience:

- University Degree/NTT Diploma or equivalent
- Five years working experience

Working terms and conditions (CSC regulation): Will be referred to CSC regulations

Future career prospects: will be given appropriate training/advance education opportunity which will be subject to successful appraisal

Gender equity: Male and female will be considered equally for this post

Specific Outputs:

- Development of good relationship with universities, IOHs to upgrade the quality of their production.
- Development of in-service training coordination procedures.
- Development of a new policy that private medical schools in order to produce good quality, reliable and competent health professionals come under the control of HRDD department.

Performance indicators:

- Ensures that all relevant training institutions are aware of changes in relevant HR policies
- Ensures that NGO's agencies and donors are aware of all changes in policies related to pre-service and in-service training
- Ensure that all CPD trainings are coordinate well and upgrade the performance of the participants.
- Ensures training results sent for inclusion in HR database.
- Maintains link with HR-MIS data manager to ensure the update of personnel pre-service/in-service training history
- Completion of monthly, quarterly, yearly reports on trainings and share concerned parties through director of the department on time.

Performance Appraisal:

Performance appraisal will be conducted once a year by the line manager



**Republic of Somaliland
Ministry of Health
HRM Tools**

Job title: Data Entry Personnel/Database Manager

Location: Central Office of MOH

Job number/CSC reference: W/CXXXX

Salary grade (CSC Scale): A

Short summary of the post:

Overall day to day human resource management information data management, maintenance, updating and ensuring the security and confidentiality of the data as properly and timely

Detailed list of expected tasks:

1. Enters all relevant data of HR into HR-MIS/Database
2. Requests and receives HRD data from the regional HRDs, enters into the database and updates on quarterly basis and informs his/her superior if there are any problems in relation to accessing data from regions
3. Enters results of staff appraisal in HR-MIS
4. Updates and maintains HRD database frequently
5. Ensure the security of the data into the database and makes data back up on daily basis
6. Provides data and reports from HRD database to the Director of HRD when required
7. Ensures confidentiality for HR personnel record
8. Prints CVs of personnel and files them accordingly
9. Supports the collection of all necessary data of staff working with MOH and develop staff members personnel record files and make review on quarterly basis.
10. Links HR-MIS with HMIS to ensure export/import of defined data fields
11. Undertakes any other necessary tasks required by the HR planning, policy and HRMIS officer related to strengthening the functioning of the department

Lines of authority

- **Works under:** HR Planning & Policy/HR-MIS Officer
- **Supervises:** Any other subordinate staff designated
- **Works with:** Other members of HRD, RHO, RHRO, DHO,

Required qualifications and experience:

- IT Degree or equivalent
- Five years of working experience.

Working terms and conditions: Will be referred to CSC regulations



Republic of Somaliland
Ministry of Health
HRM Tools

Future Career prospects: will be given appropriate training/advance education opportunity which will be subject to successful appraisal

Gender Equity: Male and female will be considered equally for this post

Specific outputs:

- Development of a system that the department can analyze the reliability of collected data from all HRH.
- Development of a schedule to monitor and supervise other regional databases to assess their functionality and updating system.

Performance indicators:

- Ensure that enters all relevant data of HR into HR-MIS/Database.
- Ensure that enters results of staff appraisal in HR-MIS.
- Ensure the security of the data into the database and makes data back up on daily basis.
- Ensures confidentiality for HRH personnel record.
- Completion of monthly, quarterly, yearly updating reports and share with director of the department on time.

Performance appraisal:

Performance appraisal will be conducted once a year by the line manager



Republic of Somaliland
Ministry of Health
HRM Tools

Job Title: Director of Health Services

Location: MOH central office

Job Number/CSC reference: W/CXXXX

Salary Grade (CSC scale): A

Short summary of the post:

Responsible for identifying innovative strategies to provide health services to the large population of Somaliland through developing, strengthening and implementation of effective quality hospital services in the public and private health sectors as well as to ensure for the overall planning, implementation and monitoring of notational disease control services for both communicable and non communicable diseases.

Detailed list of expected functions

1. Responsible for the Overall Development Strengthening and implementation of effective quality hospital services in the Public and Private sectors in Somaliland
2. Responsible for the overall planning, implementation and monitoring of the National disease control services for both Communicable and Non-communicable diseases.
3. Overall responsible for the effective organization, implementation and monitoring of the Public Health Services
4. Responsible for identifying innovative strategies to provide health services to the large nomadic population in Somaliland
5. Undertakes any other necessary tasks required by the Director general related to strengthening the functioning of the department

Functional Linkages:

RHO

- Ensures that hospital services in Regions are supported both technically and logistically to achieve the minimum standards
- Participates in planning of training needs for the region in relation to all relevant staff in regions
- Coordinates with RHOs to ensure adequate emergency response and public health activity plans based on the situation and needs of the individual region
- Works closely to review the effectiveness of provision of health services to the nomadic population

DG



Republic of Somaliland
Ministry of Health
HRM Tools

- Reports to the Director General on all issues problems and achievements in implementation of the hospital services
- Responsible to the DG for implementation of effective and timely Public health interventions and programmes as well as emergency response as required.
- Works closely to review the effectiveness of provision of health services to the nomadic population

Planning

- Works with Planning Directorate to ensure accurate collection and reporting of hospital data
- works closely with HMIS to use the epidemiological data
- Works closely to review the effectiveness of provision of health services to the nomadic population

HRD

- Works with HRD directorate to implement workload based workforce planning to ensure appropriate staffing levels
- Works closely with HRD to ensure that public health staff are appropriately trained for the job they do and use HR-MIS to identify training needs and develop training plans to strengthen capacity of staff
- Works closely to review the effectiveness of provision of health services to the nomadic population
- Ensures that staff disciplinary issues in hospitals are reported in the HRMIS personnel records
- Works with HRD to ensure that health personnel are appropriately trained and that pre-service training institutions use national disease control epidemiology in the teaching on CDC and NCD
- Ensures that all in-service training for CDC and NCD is recorded in HR-MIS
- Works with HRD and HR-MIS to monitor the training needs of the health personnel working in CDC and NCD as a basis for planning in service training programmes

Finance and Admin

- Ensures that budgets are established for hospitals and are disbursed in timely fashion
- Ensures that logistics regarding inventories and logistics are implemented
- Monitors use of funding both from national budget and international donors and partners for CDC and NCD activities and services
- Works with finance and Admin to ensure adequate and timely release of budgets and management of funds from external donors and partners

Infrastructure

- Work with Infrastructure unit to ensure all hospital buildings and equipment are inspected and inspected at regular intervals and necessary repairs/ renovations implemented
- Works with Planning, HRD and Infrastructure to ensure new developments, renovations etc are in line with MOH policy and can be adequately staffed and funded
- Links with infrastructure to monitor status of existing buildings and equipment and develop plans for renovation and /or redevelopment



Republic of Somaliland
Ministry of Health
HRM Tools

Internal audit

- Ensures that all hospital budgets and accounts are available for inspection by Internal audit unit.
- Ensures that PH budgets and accounts for both MOH and external donors and partners are available for audit

Lines of authority:

- **Works under:** Director general of MOH
- **Supervises:** all health services section heads
- **Works with:** MOH departmental heads, RHOs and partners

Required Qualifications and Experience:

- MPH (Masters of public health/high Diploma) or equivalent
- Five years of working experience

Working terms and conditions (CSC regulation): Will be referred to CSC regulations

Future career prospects: will be given appropriate training/advance education opportunity which will be subject to successful appraisal

Gender equity: Male and female will be considered equally for this post

Specific Outputs:

- Development of communicable and non communicable disease control strategic and annual master plans and responsible for its implementation and monitoring.
- Development of strategies to provide good quality health services to large population of Somaliland through effective quality health facilities services.

Performance indicators:

- Ensures that health facilities services in Regions are supported both technically and logistically to achieve the minimum standards
- Ensures that budgets are established for hospitals and other health facilities are disbursed in timely fashion
- Ensures that staff disciplinary issues in hospitals and other health facilities are reported in the HRMIS personnel records
- Ensures that logistics regarding inventories and logistics are implemented
- Ensures effective monitoring of the CDC and NCD epidemiology in their regions and ensures effective treatment response
- Ensures that all in-service training for CDC and NCD is recorded in HR-MIS.



Republic of Somaliland
Ministry of Health
HRM Tools

Performance Appraisal:

Performance appraisal will be conducted once a year by the line manager

REPUBLIC OF SOMALILAND



Republic of Somaliland
Ministry of Health
HRM Tools

Job Title: Diseases Control Head Section

Location: MOH central

Job Number/CSC reference: WCxxxx

Salary Grade (CSC scale): A

Short summary of the post:

Responsible for overall planning, implementation and management of malaria and TB control and ensure close liaisoning with SOLNAC in addressing HIV/AIDS to for proper addressing of HIV/AIDS.

Detailed list of expected tasks:

1. Responsible for overall planning, implementation and management of the Malaria control programme
2. Responsible for overall planning, implementation and management of the TB control programme
3. Ensures close liaison with SOLNAC in addressing HIV/AIDS to ensure complimentary of approach and ensures that the Minister, as a member of SOLNAC is briefed on MOH related activities
4. Ensures that active ongoing surveillance systems are implemented for diseases which have been eradicated such as Polio
5. Establishes systems to monitor the rising occurrence of non-communicable including those based on changing lifestyle
6. Works closely with CDC and NCD to identify preventive and promotive strategies and IEC/BCC needs and interventions
7. Ensure use of innovative approaches to IEC are included in all Disease Control programmes and are adequately funded
8. Identifies where addressing particular communicable diseases can move from disease control mode to surveillance mode and plans for use of disease control staff in addressing other priority diseases
9. Works closely to review the effectiveness of provision of health services to the nomadic population
10. Monitors occurrences of HIV/AIDS
11. Establishes effective surveillance systems including monitoring of suspected cases,
12. Develops annual plans and budget for effective surveillance
13. Establishes a system of monitoring the rising cases of non-communicable diseases
14. Works to encourage reporting of NCD particularly from private doctors and hospitals as well as those in Public system
15. Identifies those NCDs which are preventable

©Somaliland Ministry of Health



Republic of Somaliland
Ministry of Health
HRM Tools

16. Develops annual and long term plans and budgets to address NCD in Somaliland
17. Establishes a system of monitoring the rising cases of non-communicable diseases
18. Undertakes any other necessary tasks required by the Director of health services related to strengthening the functioning of the department

Functional Linkages:

RHOs

- Works with Regional authorities and relevant sections to support and implement vector control and surveillance and implements regular supportive supervisory visits
- Collaborates with SOLNAC and MOH activities
- Ensures adherence to use of surveillance systems at regional level

Hospital

- Monitors number of cases presenting in hospitals both public and private
- Ensures that diagnostic support services monitors capacity of all laboratory staff for TB microscopy and quality of testing
- Ensures quality of care in the TB hospitals through monitoring and evaluation
- In collaboration with SOLNAC monitors blood collection/ blood banks, blood safety and promotes use for universal precautions in all hospitals both public and private
- Involves hospitals for testing suspected cases and notification of results

Public Health

- Collaborates related to /vector control
- Collaborates on environmental issues related to transmission of TB
- Liaises re use of universal precautions in public health facilities at all levels and use health promotion
- Collaborates with all disease surveillance activities and strengthen

HRD

- Ensures all relevant staff are adequately trained for their roles and training is entered in HR-MIS
- Ensures that all training is entered in HRMIS personnel records

Planning

- Provides data and reports to the Planning section and HMIS
- Submits plans and budgets for inclusion in MOH annual and development plans and budgets
- submits strategic plans and budgets for programme implementation for both MOH and external partners to support annual mid-term and long-term planning



Republic of Somaliland
Ministry of Health
HRM Tools

- Ensures that HIV/AIDS is included in Annual/ mid term and long term MOH plans to complement plans of SOLNAC
- Submits annual plans and budgets
- Monitors reporting of NCD in HMIS
- Works with HMIS to strengthen reporting form private health services
- Ensures that NCD prevention is included in annual and long term plans
- Ensures budgets for all IEC related to disease control is included in annual and development plans

Admin and Finance

- Collaborates to ensure that all finances and logistics are based on plans and provided in a timely fashion
- Collaborates to ensure that all finances and logistics are based on plans and provided in a timely fashion
- Ensures timely release and transparent accounting of MOH and Donor/partner funding for surveillance
- Ensures timely release and transparent accounting of MOH and Donor/partner funding of IEC for disease Control

Training Institutions

- Ensures that there is adequate inclusion of Malaria in pre-service training curricula based on the Somaliland epidemiology and programmes
- Ensures pre-service training institutions adequately include Somaliland TB epidemiology and treatment protocols, microscopy and control measures in their curricula
- Ensures effective teaching of HIV/AIDS is included in pre-service training curricula
- Ensures that Training institutions continue to include teaching for the relevant diseases , e.g. polio including the process for surveillance in pre-service training curricula
- Ensures effective inclusion of preventive aspects of NCDs in Pre-service -training curricula

Lines of authority:

Works under: MOH director of health services

Supervises: Hospital section staff

Works with: MOH staff, RHO and partners

Required Qualifications and Experience:

- Public health Degree or equivalent
- Five years of working experience

Working terms and conditions (CSC regulation):



Republic of Somaliland
Ministry of Health
HRM Tools

Future career prospects: will be given appropriate training/advance education opportunity which will be subject to successful appraisal

Gender equity: Male and female will be considered equally for this post

Specific Outputs:

- Development of all diseases control strategic and annual master plans together with specific disease control coordinators and other relevant members from MOH and supporting partners.
- Development of the supportive supervision to all health facilities schedule and implement it on time.

Performance indicators:

- Ensures close liaison with SOLNAC in addressing HIV/AIDS to ensure complementarity of approach and ensures that the Minister, as a member of SOLNAC is briefed on MOH related activities.
- Ensures that active ongoing surveillance systems are implemented for diseases which have been eradicated such as Polio.
- Ensure use of innovative approaches to IEC is included in all Disease Control programmes and are adequately funded.
- Establishes effective surveillance systems including monitoring of suspected cases.
- Establishes a system of monitoring the rising cases of non-communicable diseases.
- Identifies where addressing particular communicable diseases can move from disease control mode to surveillance mode and plans for use of disease control staff in addressing other priority diseases.
- Completion of monthly, quarterly, yearly reports together with the specific disease control designated coordinators and share all concerned parties through the director of the department on time.

Performance Appraisal:

Performance appraisal will be once conducted by the line manager



**Republic of Somaliland
Ministry of Health
HRM Tools**

Job Title: Malaria Coordinator

Location: MOH central office

Job Number/CSC reference: WCxxxx

Salary Grade (CSC scale): A

Short summary of the post:

Responsible for overall monitoring and implementation of effective malaria control programs through ongoing surveillance and vector control.

Detailed list of expected tasks:

1. Monitors the implementation and effectiveness of the Malaria Control Programme through ongoing surveillance and vector control as the occurrence of the disease further decreases.
2. Develops strategic plans and budgets for programme implementation for both MOH and external partners
3. Organize and chair all malaria working group meetings
4. Develop and implement effective malaria emergency preparedness response.
5. Ensure that all malaria preventive measures are implemented in an appropriate and time able manner.
6. Ensures that all health facilities (public & private) are using rationally RDTs and ACTs
7. Ensures that epidemic prone pockets are spraying with indo-residual spraying before the starting dates of the rainy seasons.
8. Completion of monthly, quarterly, yearly reports and share to all concerned parties through director of health services department.
9. Undertakes any other necessary tasks required by the head section of disease control related to strengthening the functioning of the department

Lines of authority:

Works under: MOH head section of disease control

Supervises: all MOH malaria staff

Works with: other MOH staff, RHO and partners

Required Qualifications and Experience:

- Public health/tropical disease Degree, Diploma or equivalent
- Five years of working experience



Republic of Somaliland
Ministry of Health
HRM Tools

Working terms and conditions (CSC regulation): will be referred to CSC regulations

Future career prospects: will be given appropriate training/advance education opportunity which will be subject to successful appraisal

Gender equity: Male and female will be considered equally for this post

Specific Outputs:

- Development of malaria control programme strategic and annual master plans, and responsible for their implementation and monitoring.
- Development of effective emergency preparedness and response plan.

Performance indicators:

- Ensures that the malaria control programme is implemented in an effective and highly responsive manner.
- Ensure that pregnant mothers and under five children are utilizing LLITNs properly and sleeping under it every night.
- Ensure that all preventive measures are implemented in an effective manner
- Ensure emergency preparedness and response plan is in place and ready to use in a responsive way if there will be outbreaks.
- Ensure all supplies are reached their designated regions and facilities on time.
- Completion of monthly, quarterly, yearly reports and share all concerned parties through the director of the department on time.

Performance Appraisal:

Performance appraisal will be conducted once by the line manager



Republic of Somaliland
Ministry of Health
HRM Tools

Job Title: TB Coordinator

Location: MOH central office

Job Number/CSC reference: WCxxxx

Salary Grade (CSC scale): A

Short summary of the post:

Responsible for the overall development of strategic plans and budgets related to TB programs and their proper implementation and monitoring of the progress with MOH and external partners

Detailed list of expected tasks:

1. Develops strategic plans and budgets for programme implementation for both MOH and external partners
2. Ensures use of standardized treatment protocols and accurate diagnostics
3. Facilitates links with other agencies involved in TB control activities in Somaliland
4. Liaises closely related to TB/HIV issues
5. Undertakes any other necessary tasks required by the head section of disease control related to strengthening the functioning of the department

Lines of authority:

Works under: MOH head section of disease control

Supervises: MOH TB staff

Works with: MOH central staff, RHO and partners

Required Qualifications and Experience:

- Public Health Degree or equivalent
- Five years of working experience.

Working terms and conditions (CSC regulation): Will be considered CSC regulations

Future career prospects: will be given appropriate training/advance education opportunity which will be subject to successful appraisal

Gender equity: Male and female will be considered equally for this post

Specific Outputs:



Republic of Somaliland
Ministry of Health
HRM Tools

- Development of TB control programme strategic and annual master plans, and responsible for their implementation and monitoring.
- Development of effective monitoring procedures for the progress of the programme.

Performance indicators:

- Ensures that the TB control programme is implemented in an effective and highly responsive manner.
- Ensure that all TB positive cases are received treatment in a regular way and on time.
- Ensure that TB preventive measures are implemented in an effective manner.
- Ensure all supplies are reached their designated regions and facilities on time.
- Ensure maintenance of the existence of highly collaborative relationship with HIV/AIDs programme in order to reduce the incidence of co-infection.
- Completion of monthly, quarterly, yearly reports and share all concerned parties through the director of the department on time.

Performance Appraisal:

Performance appraisal will be conducted once a year by the line manager



Republic of Somaliland
Ministry of Health
HRM Tools

Job Title: Hospital Services Head Section

Location: MOH central office

Job Number/CSC reference: WCxxxx

Salary Grade (CSC scale): A

Short summary of the post:

Responsible for the setting and establishment, implementation and monitoring of effective and transparent hospital services to ensure the provision of quality health services through both public and private health sector in Somaliland.

Detailed list of expected tasks:

1. Sets the minimum expected standards for implementing hospital services in public and private health sector in Somaliland
2. Ensures that hospitals accurately report cases of CDC and NCD
3. Works with Hospital services to identify how health promotive and preventive measures can be introduced to patients and their families in hospitals. particularly in relation of child health, reproductive health and CDC and NCD
4. Is responsible for the establishment, implementation and monitoring of effective and transparent financial management systems in all hospitals
5. Responsible for all aspects of drug supply management and its disbursement to all health facilities
6. Responsible for all aspects of provision of quality diagnostic support services including quality of staff. Reviews the current situation and develop strategic plans to strengthen and upgrade the services
7. Responsible for the guarantee of high level patient care through the establishment of effective medical and nursing management systems in hospitals
8. Promotes use to the nursing and medical managements structure to promote teaching and learning through case review and teaching sessions
9. Identifies strategies to strengthen clinical teaching in hospitals
10. Ensures establishment of minimum quality management standards for all units of hospitals both public and private
11. Compiles Hospital Management Tool kit which includes monitoring, reporting and planning for future action
12. Is responsible for the establishment, implementation and monitoring of effective and transparent financial management systems in all hospitals
13. Responsible for all aspects of drug supply management and its disbursement to all health facilities



Republic of Somaliland
Ministry of Health
HRM Tools

14. Responsible for all aspects of provision of quality diagnostic support services including quality of staff. Reviews the current situation and develop strategic plans to strengthen and upgrade the services
15. Ensures development of annual hospital budgets for all hospitals
16. Establish fixed costs for services and ensures these are publicly displayed
17. Ensures the effective functioning of the Central and Regional Medical Stores and reinforces Rational use for drugs
18. Oversees the dispensing services in hospitals and monitors drug inventories
19. Develops tools to monitor QM
20. Undertakes an inventory of the existing diagnostic services and the qualifications of the personnel administering the diagnostic tests in public and private hospitals
21. Coordinates all internal and external stakeholders to support Develop a strategic plan for development of a mental health service appropriate for Somaliland
22. Undertakes an inventory of the existing mental health services in Somaliland including the number of staff with any training and qualifications, external agencies with involvement in Mental health to ensure a clear mapping of the existing situation
23. Develops IEC materials and teaching sessions for patients and their families related to their conditions
24. Ensures oversight of food preparation and special diets in hospitals
25. Reviews the Hospital data to identify patient cases requiring dietary therapy and liaises with doctors and nurse in charge to ensure referral of cases to the nutritionist
26. Ensures establishment of nutrition therapy units to address and teach parents of children with severe malnutrition on nutrition rehabilitation
27. Establishes a medical care management system which clearly describes the medical care hierarchy and their levels of responsibility which ensures slines of supervision and support and ensures adequate supportive mentoring of medical interns and contributes to future career paths
28. Establishes a nursing care management system which clearly describes the medical care hierarchy and their levels of responsibility which ensures slines of supervision and support and ensures adequate supportive mentoring of medical interns and contributes to future career paths
29. Ensures the senior level of the professional hierarchies provide supportive supervision to the lower levels of the hierarchies
30. Promotes uses of case review of both successful and problem cases and teaching sessions to promote both medical and nursing care and strengthen performance
31. Monitors the quality of diagnostic testing
32. compiles all tools for the hospital sections into a standard QM toolkit for application to all Public and private hospitals in Somaliland



Republic of Somaliland
Ministry of Health
HRM Tools

33. Undertakes any other necessary tasks required by the Director of health services related to strengthening the functioning of the department

Functional Linkages:

Admin and Finance

- Ensures timely release of MOH budget based on requests
- Ensures submission of accounts based on use of MOH budget and all hospital revenues raised from hospital fee for service
- Works closely with Logistics section related to ordering and delivery of drugs and supplies
- Ensures submission of accounts based on use of MOH budget and all hospital revenues raised from fee for diagnostic service

Medical Stores

- Ensures the effective ordering, storing, and distribution of medical drugs and supplies
- Ensures the effective ordering, storing, and distribution of reagents, chemicals and supplies for diagnostic services

RHOs

- Ensures effective functioning of the Regional medical stores
- Reinforces Rational use for drugs
- Undertakes an inventory of the existing diagnostic services and the qualifications of the personnel administering the diagnostic tests in all regional hospitals and relevant health facilities in the regions
- Contributes to development of strategic plans to provide mental health services to communities in the regions
- Supports use of IEC to families of patients regarding therapeutic nutrition
- Ensures oversight of food preparations and special diets in regional hospitals
- Establishes a medical care management system which clearly describes the medical care hierarchy and their levels of responsibility which ensures lines of supervision and support and ensures adequate supportive mentoring of medical interns and contributes to future career paths
- Promotes uses of case review of both successful and problem cases and teaching sessions to promote both medical and nursing care and strengthen performance
- Applies QM Standards
- Applies QM monitoring tools

Training Institutions

- Supports clinical teaching of students in hospital



Republic of Somaliland
Ministry of Health
HRM Tools

HRD

- Supports the use of workload workforce planning to ensure adequate staffing for the drug management services
- Links with HR-MIS to review the training and experience of staff administering diagnostic tests and utilizes workload based planning to identify numbers and training required to ensure safe and accurate diagnostic testing

Public Health

- works closely with PHC/IEC Unit to ensure production of relevant IEC Materials for use in hospitals

Planning

- Uses results to develop annual plans and budgets for running the diagnostic services through out the country as well as developing mid and long term planning to address the shortages of diagnostic technicians particularly X-ray technicians and diagnostic equipment
- Supports the coordinated strategic planning for Mental Health and Includes the mental health plan in annual , mid and long term plans to be put to donors and partners for support

Infrastructure

- Ensures that the diagnostic services facilities in hospitals are surveyed and necessary repair, renovation and water and electrical supplied are repaired, and/or upgraded and incorporate safety features, e.g. for X-Ray departments.
- Establish minimum standards for hospital infrastructure

Internal Audit

- Oversees and monitors all hospital accounts and accountability and use of revenue derived from payment for services
- Monitoring all transactions for tendering and purchasing related to drugs and medical supplies
- Reviews the accounting related to provision of diagnostic services

Lines of authority:

Works under: Director of health services

Supervises: all hospital services section staff

Works with: MOH staff, RHO and partners

Required Qualifications and Experience:



Republic of Somaliland
Ministry of Health
HRM Tools

- Medical Degree/Nursing Post basic Diploma or equivalent
- Five years of working experience

Working terms and conditions (CSC regulation): Will be considered CSC regulations

Future career prospects: will be given appropriate training/advance education opportunity which will be subject to successful appraisal

Gender equity: Male and female will be considered equally for this post

Specific Outputs:

- Establishment, implementation and monitoring of effective and transparent hospital services to ensure the provision of quality health services through both public and private health sector in Somaliland.

Performance indicators:

- Ensures that hospitals accurately report cases of CDC and NCD
- Ensures establishment of minimum quality management standards for all units of hospitals both public and private
- Ensures development of annual hospital budgets for all hospitals
- Ensures the effective functioning of the Central and Regional Medical Stores and reinforces Rational use for drugs
- Ensures oversight of food preparation and special diets in hospitals
- Ensures establishment of nutrition therapy units to address and teach parents of children with severe malnutrition on nutrition rehabilitation
- Ensures the senior level of the professional hierarchies provide supportive supervision to the lower levels of the hierarchies

Performance Appraisal:

Performance appraisal will be conducted once a year by the line manager



Republic of Somaliland
Ministry of Health
HRM Tools

Job Title: Head of Public Health

Location: MOH central office

Job Number/CSC reference: WCxxxx

Salary Grade (CSC scale): A

Short summary of the post:

Responsible for ensuring that effective preventive and promotive services are developed and implemented at all levels of health services covering all prioritized public health issues based on surveillance and epidemiological data and establishing, implementing, managing and monitoring of the sanitation and hygiene services at all levels of the health services in Somaliland.

Detailed list of expected tasks:

1. Overall responsible for the establishment of an early warning system--- preparedness and response and ensures and ensures that contingency plans and budget are in place together with the mechanisms for urgent mobilization in time of emergency
2. Ensures that effective preventive and promotive services are developed and implemented at all levels of health services covering all prioritized public health issues based on surveillance and epidemiological data
3. Responsible for the planning, implementation and effective monitoring of the EPI Programme in Somaliland
4. Overall responsible for the establishment, implementation management and monitoring of the sanitation and hygiene services at all levels of the health services in Somaliland
5. Ensures that chemical safety monitoring is addressed
6. Ensures liaison with Malaria Programme re vector control
7. Establishes the IEC Section as the main unit for production of IEC materials etc for he MOH. Provides support to all relevant technical programmes to produce IEC Materials
8. Works closely with the Media/Press/Public Relations Officer in the Ministers \Secretariat regarding release of IEC messages and programmes through the media
9. Responsible for the planning, implementation and effective monitoring of the Neonatal, Child and Adolescent health services in all health facilities in Somaliland to support implementation of the EPHS
10. Responsible for the planning, implementation and effective monitoring of the Reproductive Health services in all health facilities in Somaliland to support implementation of the EPHS
11. Works closely to review the effectiveness of provision of health services to the nomadic population
12. develops plans to protect this section of population in emergency
13. Collaboration to ensure that Epi is carried out in health centers, hospitals and schools

©Somaliland Ministry of Health



Republic of Somaliland
Ministry of Health
HRM Tools

14. Engage with the training institutions to ensure the emergency preparedness and response is included in pre-service trainings
15. Undertakes any other necessary tasks required by the Director of health services related to strengthening the functioning of the department

Functional Linkages:

Finance and Admin

- Ensures budget and logistics for emergency preparedness is available and can be released in a timely manner
- ensures that the finance and logistics systems support the smooth running of the EPI Programme following the financial and administrative procedures of MOH and relevant partners
- Ensures efficient logistics and support to maintain the cold chain collaborates to ensure timely release of planned budgets
- Ensures timely release of all budget and supplies and equipment based on MOH and donor plans and finance

Health Planning

- Ensures that emergency preparedness is included in annual consolidated plans and budgets
- Collaborates with EPI Section head to collect and enter all relevant EPI data
- Supports identification of EPI research needs
- Collaborates to develop plans and relevant budgets for water safety and supply and sanitation for communities and also relate to all health facilities
- Ensures inclusion of all health statistics related to attendance etc are included in the HMIS

HRD

- supports Regions to identify what relevant personnel can be mobilized nationally in an emergency through use of HR-MIS
- Ensures that all staff are trained in EPI and training is included in personnel records in HN-MIS
- collaborates with HR-MIS to obtain reports of which health workers working in EPI are appropriately trained and identify those working in EPI who require training as a basis for developing training plans
- Supports HRD workforce planning to identify staffing needs for water and sanitation through out the regions
- Participates in workload workforce planning for staff delivering these services in the health facilities



Republic of Somaliland
Ministry of Health
HRM Tools

RHOs

- Ensures Regional emergency plans and preparedness are in place
- Ensures that Regions have effective plans to increase immunization coverage.
- Ensures efficient implementation of cold chain
- ensure sufficient reserves stocks of EPI materials in regional medical stores
- Collaborates on all aspects of water safety and supply and sanitation
- Liaise re vector control
- Collaborates and liaises re identification of IEC needs and production of materials and resources to meet the need
- works closely to monitor performance of staff and implementation of services
- works closely to monitor performance of staff and implementation of services, particularly to mobile populations

Health Services

- Ensures that all health workers in the health service are prepared to deal with emergencies
- Collaborates with hospital services to ensure that staff monitor immunization status of all neonates, children adolescents and pregnant women and ensure that they receive immunization if necessary
- Ensure sufficient reserves stocks of EPI materials in Central Medical Stores
- Collaborates and liaises re identification of IEC needs and production of materials and resources to meet the need
- Liaises closely to monitor numbers of referrals and outcomes

Training Institutions

- Ensures that emergency preparedness is included in the training curricula of all pre-service training of all cadres
- Ensure that all medical, nursing and midwifery students in pre-service training institutions receive EPI training
- Ensures EPI training is included in Pre-service training curricula
- Ensures aspects of water and sanitation in Somaliland are included in pre-service training including relevant national epidemiology
- Ensures teaching of community aspects of sanitation and Hygiene in primary and secondary schools to enable students to introduce health promotion onto their families
- Ensures that pre-service training curricula address effectively the teaching of neonatal, child and adolescent health
- Ensures that pre-service training curricula address effectively the teaching of neonatal, child and adolescent health
- Ensures that pre-service training curricula address effectively the teaching of community nutrition

Lines of authority:

Works under: MOH health services director



Republic of Somaliland
Ministry of Health
HRM Tools

Supervises: MOH public health staff

Works with: MOH central staff, RHO and partners

Required Qualifications and Experience:

- MPH (Masters of public health) or equivalent
- Five years of working experience.

Working terms and conditions (CSC regulation): Will be referred to CSC regulations

Future career prospects: will be given appropriate training/advance education opportunity which will be subject to successful appraisal

Gender equity: Both male and female will considered equally for this post

Specific Outputs:

- Development and implementation of effective preventive and promotive health services covering all prioritized public health issues based on surveillance and epidemiological data.

Performance indicators:

- Ensures that overall responsible for the establishment of an early warning system--- preparedness and response and ensures that contingency plans and budget are in place together with the mechanisms for urgent mobilization in time of emergency.
- Ensures that effective preventive and promotive services are developed and implemented at all levels of health services covering all prioritized public health issues based on surveillance and epidemiological data.
- Ensures that chemical safety monitoring is addressed.
- Ensures liaison with Malaria Programme re vector control.
- Ensure that overall responsibility for the establishment, implementation management and monitoring of the sanitation and hygiene services at all levels of the health services in Somaliland is conducted on time.

Performance Appraisal:

Performance appraisal will be conducted once a year by the line manager



**Republic of Somaliland
Ministry of Health
HRM Tools**

Job Title: Reproductive Health Coordinator

Location: MOH central office

Job Number/CSC reference: WCxxxx

Salary Grade (CSC scale): A

Short summary of the post:

Responsible for developing plans to protect properly to this part of the population and ensure monitoring and surveillance of nutritional status of pregnant women and provides IEC treatment and therapeutic nutrition supplements as required

Detailed list of expected tasks:

1. Develops plans to protect this section of the population in an emergency
2. collaboration to ensure all pregnant women are immunized
3. Ensures monitoring and surveillance of nutritional status of pregnant women and provides IEC treatment and therapeutic nutrition supplements as required
4. Undertakes any other necessary tasks required by the head of public health related to strengthening the functioning of the department

Lines of authority:

Works under: MOH public health head

Supervises: MOH central reproductive health staff

Works with: MOH central staff, RHO and partners

Required Qualifications and Experience:

- Medical Degree/Midwifery post basic Diploma or equivalent.
- Five years of working experience.

Working terms and conditions (CSC regulation): will be considered to CSC regulations

Future career prospects: will be given appropriate training/advance education opportunity which will be subject to successful appraisal

Gender equity: Male and female will be equally considered for this post



Republic of Somaliland
Ministry of Health
HRM Tools

Specific Outputs:

- Development of effective plan that protects women generally and specifically pregnant mothers

Performance indicators:

- Ensure that all ongoing reproductive health activities are implemented in a well coordinated manner.
- Ensure that all pregnant mothers have received good quality ANC services when they attend MCHs.
- Ensure all malnourish pregnant mothers have received therapeutic nutritional supplements as required.

Performance Appraisal:

Performance appraisal will be conducted once by the line manager



**Republic of Somaliland
Ministry of Health
HRM Tools**

Job Title: Nutrition Coordinator

Location: MOH central

Job Number/CSC reference: WCxxxx

Salary Grade (CSC scale): A

Short summary of the post:

The National Nutrition focal Point is responsible on behalf of Ministry of health all nutrition related issues in Somaliland These includes planning ,designing ,ensuring proper implementation , coordinating, monitoring and supervision as well evaluation all nutrition programs in the country with the engagement all other nutrition stakeholder(supporting agencies/donors, implementing agencies (National and international),other government institutions and community representatives Also . is responsible for leading the nutrition programs and providing technical support and capacity building to the nutrition staff to successfully plan, implement and monitor the nutrition program either implemented by partners and directly implemented by the MOH. .

The National Nutrition Focal Point will be responsible for ensuring that the nutrition programs in Somaliland are implemented in line with international humanitarian standards, national health policies and strategies as well protocols and donor guidelines.

Detailed list of expected tasks:

Policy Development

- Support and participate the policy and strategy development related Nutrition projects.
- Ensure nutrition partners and Nutrition staff use the endorsed policies /strategies and protocols by MOH.

Programme Development and Management

- Ensure that the implementation of the nutrition programs conform to internationally accepted standards and country guidelines
- Provide technical support and supervision on nutrition activities to those staff /partners implementing nutrition programs in Somaliland.
- Monitor program impact and ensure that program data is valid and relevant, and used to inform program development.
- Provide guidance to staff on the integration of a nutrition component into other sectors as appropriate



Republic of Somaliland
Ministry of Health
HRM Tools

- Provide technical leadership and support for conducting nutrition and coverage surveys, prepare reports and generate discussion within the nutrition coordination forums for any issues which needs to be addressed jointly
- In collaboration with partners (MoH, WFP and UNICEF) support field sites with the organization of the logistics of food commodities.
- Assist in compiling the nutrition activities inputs to donor project reports and proposals
- Participate in the development and expansion of nutrition programming in Somaliland.

Training and Capacity Building;

- Assess the training needs of nutrition staff and develop a training program to meet these needs.
- Conduct and support nutrition training for MOH and partner staff implementing nutrition programs in Somaliland, focusing on all aspects of community-based management of acute malnutrition (CMAM).
- Ensure the establishment and strengthening of nutrition monitoring activities and train health staff (MOH, INGO and local NGO) in case detection and referral mechanisms.
- Conduct and train health staff on surveys including nutrition and coverage surveys, causal analysis, and other assessments of nutritional status of target groups.
- Supports development of training plans and provides technical assistance for nutrition trainings and other capacity building initiatives at the regional level. Compile Nutrition program training and orientation materials.
- Ensure the use of standard guidelines throughout the levels and dissemination/use of Nutrition IEC materials.
- Review the work plans for the Regional Nutrition Supervisors/Coordinators and provide necessary feedback in order to implementation of program activities.
- Prepare Quarterly work plan for MOH Nutrition Programs directly implemented.

Coordination;

- Liaise, UN agencies (UNICEF, WHO, FSNAU and WFP) to ensure appropriate provision of service and use of resources
- Keep informed of all nutrition activities and any challenges that may arise to the senior MoH officials and UN agencies.
- Report properly and in a appropriate time all relevant nutritional information required for the comprehensive development of the nutrition programs
- Attend Regular program coordination meeting to update and address any challenges arising prior the Working coordination meetings.
- Chair monthly Nutrition working group meetings held in Hargeisa for all nutrition Partners.
- Collect and follow community nutrition concerns and coordinate with concerned stakeholders



Republic of Somaliland
Ministry of Health
HRM Tools

- Coordinate nutrition interventions supported by UNICEF and WFP and provide links in order to ensure comprehensive nutrition services are provided to Somaliland community.
- Coordinate Nutrition assessments in Somaliland with FSNAU Nutrition team

Monitoring and Supervision

- Conduct Monitoring and supervision to all Nutrition programs implementing directly by MOH or through partners throughout the country.
- Provide feedback report to the partners on findings from the supervisions.
- Ensure the development and use of standard monitoring and supervision tools for nutrition programs

Reporting

- Review the program reports and act accordingly.
- Provide program reports and updates on the nutrition program to senior Ministry of Health authorities,
- Review the reports from the Regional Nutrition Supervisors/Coordinators and compile / submit to Senior MOH Authority.
- Provide field trip reports to concerned authority as well as concerned partners/supporting agency
- Review and approve program reports from regional and central Nutrition section staff prior the submission to the concerned authority.
- Provide program reports)CP report ,progress and final reports to supporting agencies intervention that MoH directly implemented

Finance

- Prepare Quarterly budget plan in relation to MoH Nutrition Section Work plan to be implemented at central and regional level.
- Accountable management of funds availed to MoH Nutrition section and ensures disbursement and proper use of these allocated funds.
- Ensure proper finance reports/invoices are submit to UNICEF/WFP and any other supporting agency.

Management

- Ensure that MoH Nutrition section staff (Central and Regional) work in their designated responsibilities/assignment in the best of their abilities and competences.
- Monitor their work performance of Nutrition section staff (national and Regional)
- Ensure quarterly work plan based on monthly activities are submitted by each unit focal , reviewed and shared to the concerned agencies and authorities



Republic of Somaliland
Ministry of Health
HRM Tools

- Ensure coordination of units under the section level are linked and supported/communicated each other.
- Organize meetings (biweekly or monthly or quarterly) with Unit and supporting agencies staff to plan activities and discuss the challenges/strength in the past period.
- Undertakes any other necessary tasks required by the head section of public health related to strengthening the functioning of the department

Lines of authority:

Works under: MOH public health head

Supervises: MOH central and regional nutrition staff

Works with: MOH central staff, RHO and partners

Required Qualifications and Experience:

- MPH (masters of public health/Diploma) or equivalent.
- Five year of working experience.

Working terms and conditions (CSC regulation): will be referred to CSC regulations

Future career prospects: will be given appropriate training/advance education opportunity which will be subject to successful appraisal

Gender equity: Male and female will be equally considered for this post

Specific Outputs:

- Development and implementation of nutritional programme

Performance indicators:

- Ensure that the implementation of the nutrition programs conform to internationally accepted standards and country guidelines.
- Ensure the establishment and strengthening of nutrition monitoring activities and train health staff (MOH, INGO and local NGO) in case detection and referral mechanisms.
- Ensure the use of standard guidelines throughout the levels and dissemination/use of Nutrition IEC materials.
- Ensure the development and use of standard monitoring and supervision tools for nutrition programs.

Performance Appraisal: Performance appraisal will be once conducted by the line manager



**Republic of Somaliland
Ministry of Health
HRM Tools**

Job Title: Sanitation and Hygiene Officer

Location: MOH central office

Job Number/CSC reference: WCxxxx

Salary Grade (CSC scale): B

Short summary of the post:

Coordinates with sanitation and hygiene whether any public health measures may be required and identify potential hazards related to chemical safety in Somaliland and develop plans to address the issues through inspection and IEC

Detailed list of expected tasks:

1. Coordinates with Sanitation & hygiene as to whether any public health measures may be required, e.g water supply, latrines etc
2. Identifies issues related to water safety and supply and sanitation and implements relevant activities to address the issues
3. Plans and implements activities related to food safety and hygiene in institutions, shops restaurants and food vendors, hotels as well as hospital
4. Identifies issues related to water safety and supply and sanitation and implements relevant activities to address the issues
5. Liaise closely with Malaria control Project re Vector control issues
6. Undertakes any other necessary tasks required by the head of public health related to strengthening the functioning of the department

Lines of authority:

Works under: MOH public health head

Supervises: MOH central staff at sanitation and hygiene office

Works with: MOH central staff, RHO and partners

Required Qualifications and Experience:

- Sanitation & Hygiene Diploma or equivalent.
- Five years of working experience.

Working terms and conditions (CSC regulation): Will be referred to CSC regulations



Republic of Somaliland
Ministry of Health
HRM Tools

Future career prospects: will be given appropriate training/advance education opportunity which will be subject to successful appraisal

Gender equity: Male and female will be considered equally for this post

Specific Outputs:

- Development of sanitation and hygiene plan to address potential hazards from the environment.

Performance indicators:

- Coordinates with Sanitation & hygiene as to whether any public health measures may be required, e.g water supply, latrines etc.
- Identifies issues related to water safety and supply and sanitation and implements relevant activities to address the issues.
- Ensure that activities related to food safety, hygiene in institutions, shops restaurants and food vendors, hotels as well as hospital are implemented in a careful manner.

Performance Appraisal:

Performance appraisal will be conducted once a year by the line manager



Republic of Somaliland
Ministry of Health
HRM Tools

Job Title: Emergency Preparedness Officer

Location: MOH central office

Job Number/CSC reference: WCxxxx

Salary Grade (CSC scale): A

Short summary of the post:

Responsible for development, implementation of the early warning systems for disease outbreaks, epidemics and disasters and making plans and implements rehabilitation interventions as necessary based on the type and aftermath of the emergency.

Detailed list of expected tasks:

1. Develops, implements and maintains the early warning systems for disease outbreaks, epidemics and disasters
2. Monitors epidemiological data and ensures that Regional and Central Hospitals and HMIS provide data and notify if any potential rise in incidence of particular diseases, malnutrition or other relevant early warning signs
3. Makes plans and implements rehabilitation interventions as necessary based on the type and aftermath of the emergency
4. Undertakes any other necessary tasks required by the head of public health related to strengthening the functioning of the department

Lines of authority:

Works under: MOH public health head

Supervises: MOH staff in emergency preparedness office

Works with: MOH central staff, RHO and partners

Required Qualifications and Experience:

- Medical Degree/Nursing post basic Diploma or equivalent
- Five years of working experience

Working terms and conditions (CSC regulation): Will be referred to CSC regulations

Future career prospects: will be given appropriate training/advance education opportunity which will be subject to successful appraisal



Republic of Somaliland
Ministry of Health
HRM Tools

Gender equity: male and female will be considered equally for this post

Specific Outputs:

- Development of effective emergency preparedness and response plan plus early warning system for disease outbreaks.
- Development of proper resource and work implementation coordination mechanisms during outbreaks and other disaster events.

Performance indicators:

- Ensure that data from health facilities through HMIS unit is accurate
- Ensure surveillance sentinel sites are functioning properly.
- Ensure during the outbreaks, resources are mobilized accurately and on time.
- Ensures that all staff members who will work in the outbreak zone are skilled and competent.

Performance Appraisal:

Performance appraisal will be conducted once a year by the line manager



Republic of Somaliland
Ministry of Health
HRM Tools

Job Title: IEC/BCC Coordinator

Location: MOH central office

Job Number/CSC reference: WCxxx

Salary Grade (CSC scale): B

Short summary of the post:

Coordinate all preparations of any necessary IEC materials and guideline for public which can be given to the public and shared with media in emergencies and other community health education IECs

Detailed list of expected tasks:

1. collaborates in preparation of any necessary IEC materials and guidelines for the public which can be given to public and shared with media in emergencies
2. Provides all support to ensure messages get out to the public
3. Collaborates with IEC/BCC Unit to ensure appropriate EPI promotion materials and publication of immunization campaigns etc
4. collaborates to produce relevant IEC/BCC materials as required
5. collaborates to produce materials on food hygiene and handling and disseminate health messages to the public
6. Support development and production of IEC materials
7. Acts as the focal IEC unit for the MOH to organize production of IEC/BCC materials for all relevant technical programmes and units
8. Works closely with the press/media/PRO in the Ministers secretariat to release health messages and related health programmes to the public through the media
9. Undertakes any other necessary tasks required by the head of public health related to strengthening the functioning of the department

Lines of authority:

Works under: MOH public health head

Supervises: MOH central IEC/BCC team

Works with: MOH central staff, RHO and partners

Required Qualifications and Experience:

- Public Health Degree or equivalent
- Five years of working experience



Republic of Somaliland
Ministry of Health
HRM Tools

Working terms and conditions (CSC regulation): Will be referred to CSC regulations

Future career prospects: will be given appropriate training/advance education opportunity which will be subject to successful appraisal

Gender equity: Male and female will be considered equally for this post

Specific Outputs:

- Development effective procedure that coordinates all preparations of IEC materials, guidelines and other awareness raising activities on different health programmes.

Performance indicators:

- Ensure number of proper health educations prepared, reach public through media and upgrade their awareness.
- Ensures that the relation in between MOH and media groups maintained good
- Ensures all awareness raising activities are implemented in a well coordinated manner and on time.
- Ensures all aired health education programmes are carefully monitored including the words that media groups are aired.

Performance Appraisal:

Performance appraisal will be conducted once a year by the line manager



Republic of Somaliland
Ministry of Health
HRM Tools

Job Title: IEC/BCC Officer

Locations: Central Office of MOH

Job number/CSC reference: W/CXXXX

Salary grade (CSC Scale): A

Short summary of the post:

Detailed list of expected tasks:

1. Coordinate and lead the development of key messages and themes needed for IPC and mass communication campaigns
2. Coordinate the design, development, pre-test, production, distribution of all IPC materials, and mass communication materials including billboards, fliers, road shows, radio and TV spots and dramas, etc
3. In close collaboration with IEC/BCC team and social mobilization coordinators, coordinate the design, development, pre-test, and production of training and educational materials
4. Ensure the timely distribution of mass communication and IPC materials to partners
5. Play a key role in mobilizing community for exercising healthy behaviours through providing backstops support to social mobilization coordinators and partner organizations
6. Oversee and supervise advertising agencies work and ensure that all generic materials are monitored for quality and effectiveness and are consistent with Somaliland MOH Strategy
7. Coordinate with pertinent stakeholders international and local NGOs, UN agencies, and local partners
8. Ensure that there is an efficient monitoring system in documenting and reporting IEC/BCC materials distribution, soft copy filing, etc
9. Produce quarterly, semi-annual and annual IEC/BCC progress reports
10. Actively participate in all other project activities: research, pre-test, best practice documentations. Training and outreach, planning and dissemination workshops
11. Undertakes any other necessary tasks required by the IEC/BCC Coordinator related to strengthening the functioning of the department

Lines of authority:

Works under: MOH IEC/BCC Coordinator

Supervises: MOH central IEC/BCC team

Works with: MOH central staff, RHO and partners

Required Qualifications and Experience:



Republic of Somaliland
Ministry of Health
HRM Tools

- Public Health Degree or equivalent
- Three years of working experience

Working terms and conditions (CSC regulation): Will be referred to CSC regulations

Future career prospects: will be given appropriate training/advance education opportunity which will be subject to successful appraisal

Gender equity: Male and female will be considered equally for this post

Specific Outputs:

- Development effective procedure that coordinates all preparations of IEC materials, guidelines and other awareness raising activities on different health programmes.

Performance indicators:

- Ensure number of proper health educations prepared, reach public through media and upgrade their awareness.
- Ensures that the relation in between MOH and media groups maintained good
- Ensures all awareness raising activities are implemented in a well coordinated manner and on time.
- Ensures all aired health education programmes are carefully monitored including the words that media groups are aired.

Performance Appraisal:

Performance appraisal will be conducted once a year by the line manager



Republic of Somaliland
Ministry of Health
HRM Tools

Job Title: National EPI officer

Location: MOH central office

Job Number/CSC reference: WCxxxx

Salary Grade (CSC scale): A

Short summary of the post:

Responsible for planning, implementing and evaluating EPI programs in collaboration with health services, finance, RHOs and HMIS. Ensure that relevant EPI policy, strategy and procedures are officially endorsed and disseminated to all related stakeholders

Detailed list of expected tasks:

1. works with EPI to identify if mass immunization may be required
2. Plans, implements manages and evaluates the national EPI Programme in collaboration with Health services CDC, finance, RHOs and Planning/HMIS
3. ensures that relevant EPI policy, strategy and procedures are officially endorsed and disseminated to all related stakeholders
4. Ensures that standardized trainings on EPI are included in pre-service training curricula and that health workers involved in EPI work are appropriately trained
5. Ensures the effective functioning of the EPI cold chain at all levels of health services including equipment , materials and supplies and their maintenance
6. Works with central and regional medical stores to ensure sufficient reserves stocks of EPI materials
7. Ensures effective and accurate collection of EPI data for inclusion in HMIS for generation of reports and monitoring and evaluation purposes and ensures reports are shared with EPI staff at all levels of health service for feedback
8. Works with Planning Directorate and relevant stakeholders and partners to identify areas requiring research on EPI
9. Undertakes any other necessary tasks required by the head of public health related to strengthening the functioning of the department

Lines of authority:

Works under: MOH public health head

Supervises: MOH EPI central staff

Works with: MOH central staff, RHO and partners

Required Qualifications and Experience:



Republic of Somaliland
Ministry of Health
HRM Tools

- Medical Degree/Nursing post basic Diploma or equivalent
- Five years of working experience

Working terms and conditions (CSC regulation): Will be referred to CSC regulations

Future career prospects: will be given appropriate training/advance education opportunity which will be subject to successful appraisal

Gender equity: male and female will be considered equally for this post

Specific Outputs:

- Development of EPI strategic and annual master plans, implement and evaluate their progress.
- Development of EPI policy, strategies and procedures, share with partners, implements and coordinate properly in order to upgrade the coverage.

Performance indicators:

- Ensures that relevant EPI policy, strategy and procedures are officially endorsed and disseminated to all related stakeholders.
- Ensures that standardized trainings on EPI are included in pre-service training curricula and that health workers involved in EPI work are appropriately trained.
- Ensures the effective functioning of the EPI cold chain at all levels of health services including equipment, materials and supplies and their maintenance.
- Ensures effective and accurate collection of EPI data for inclusion in HMIS for generation of reports and monitoring and evaluation purposes and ensures reports are shared with EPI staff at all levels of health service for feedback.

Performance Appraisal:

Performance appraisal will be conducted once a year by the line manager



Republic of Somaliland
Ministry of Health
HRM Tools

Job Title: Secretary

Location: Central office of MOH

Job Number/CSC reference: W/CXXXX

Salary Grade (CSC scale): C

Short summary of the post: assists her/his line manager in carrying out his/her duties smoothly (filling system, archive, appointment, venue preparations, and visitor's reception).

Detailed list of expected tasks:

- Handles in and out correspondence of the assigned office
- Maintains administrative archive of the assigned office.
- Keeps appointments of the line manager.
- Receives and welcomes the visitors.
- Any other tasks required by the line manager.

Lines of authority:

- **Works under:** Line Manager
- **Supervises:** None
- **Works with:** other staff of Central MOH office

Required Qualifications and Experience:

- Successfully completion of 12 years of basic education.
- Minimum of 1 year working experience of related field.

Working terms and conditions (CSC regulation): will be referred to CSC regulations.

Future career prospects: will be given to further education/training and will be promoted within the health system but depends on successful work performance.

Gender equity: can be female only.

Specific Outputs:

- Enhanced correspondence and communication and Good office management.

Performance indicators:

- Good office filling system
- Number of correspondence handled as required

Performance Appraisal: will be conducted once a year by the line manager.



Republic of Somaliland
Ministry of Health
HRM Tools

Job Title: Watchman

Location: MOH Central Office

Job Number/CSC reference: W/CXXXX

Salary Grade: D

Short summary of the post: He must be aware and undertake his responsibilities in a careful manner, ensure that all offices are secure and make handover to the colleagues when the he finishes his duty.

Detailed list of expected tasks:

- Remain on the assigned site to maintain constant vigilance
- Ensure that no unauthorized personnel enter into the central office
- Patrol the site at least twice an hour
- Maintain a log of any other event occurring during the course of a shift
- Ensure the site access area of the worksite is kept tidy
- Ensure that no equipment are removed by unauthorized persons
- Any other tasks required by the line manager.

Lines of authority:

Works under: MOH administration officer

Supervises: none

Works with: MOH central staff

Required Qualifications and Experience:

- Relevant work experience as a watchman
- Physically fit and able to perform duties;
- Satisfactory level of Somali language skills
- Good communication skills.

Working terms and conditions (CSC regulation): will be referred to CSC regulation

Future career prospects: will be given appropriate trainings and will be promoted within the health system but depends on work performance.

Gender equity: can be male only.

Specific Outputs:

- Well maintenance of the security of the assigned place.



Republic of Somaliland
Ministry of Health
HRM Tools

- Unauthorized persons should not enter the place.

Performance indicators:

- The tidiness of the access site
- Attendance sheet
- Non loss of office equipment
- Lack of security incidents for the staff

Performance Appraisal: will be conducted once a year by your line manager



Republic of Somaliland
Ministry of Health
HRM Tools

Job Title: Cleaner

Location: MOH Central Office

Job Number/CSC reference: W/CXXXX

Salary Grade: D

Short summary of the post: responsible for the overall cleanness of the assigned offices.

Detailed list of expected tasks:

- Cleans assigned MOH offices and premises and keep their cleanness
- According cleans :-
 - a. Office toilet.
 - b. Toilet equipments
 - c. Office floors, windows and walls
 - d. Office equipment and Furniture
- Inspects regularly drainage and water pipe leaks, electric dysfunctions etc and inform proper responsible person.
- Any other tasks required by the line manager.

Lines of authority:

Works under: MOH administration officer

Supervises: None

Works with: MOH central staff

Required Qualifications and Experience:

- Prior Knowledge of proper cleaning
- Physically and mentally healthy.

Working terms and conditions (CSC regulation): will be referred to CSC regulation

Future career prospects: will be given to appropriate trainings and will be promoted within the health system

Gender equity: can be male or female

Specific Outputs:

- Overall clean facility such as offices, toilets, equipment and furniture.



Republic of Somaliland
Ministry of Health
HRM Tools

Performance indicators:

- The level of cleanness
- Attendance sheet
- Staff satisfaction in cleanliness of the office.

Performance Appraisal:

Will be conducted once a year by the line manager

REPUBLIC OF SOMALILAND



Republic of Somaliland
Ministry of Health
HRM Tools

Job Title: Auxiliary Midwife based in Health Centre

Location: HC

Job Number/CSC reference: W/CXXXX

Salary Grade: C

Short summary of the post: Auxiliary Midwife

Detailed list of expected tasks: (Under supervision of midwife or nurse midwife)

1. Regularly cleans the maternity ward/delivery room of the health centre
2. Interview patients to identify their needs and concerns(greet patients and get files ready)
3. Provides/assists personal care to the patients
4. Support active/passive movements of all the clients
5. Plans/implements and evaluates assigned tasks for patients
6. Keep and clean and sterilize equipments
7. Assist normal delivery
8. Assists ANC/Check-ups
9. Assists transport a movement of patients
10. Carry out assigned duties given by duty staff nurse/midwife in the line of his/her own job description
11. Ensures that patients understand prescribed treatment
12. Identifies patients with high risk signs and refers to midwife
13. Dispenses the health centre standard kit supplies and explains how to use
14. Actively gives health education
15. Any other tasks required by the line supervisor.

Lines of Authority

Works under: Qualified Midwife

Supervises: any other staff less qualified than her

Works with: TBA, Nurse, Qualified Nurse and the Health Centre team

Required Qualifications and Experiences:

- Completes grade 8
- A period of on-the-job training and sometimes apprenticeships.

Working terms and conditions: will be referred CSC regulations

©Somaliland Ministry of Health



Republic of Somaliland
Ministry of Health
HRM Tools

Future career prospects: Allowed to enroll state registered nursing programme and completion of its program

Gender Equity: can be female only

Specific Outputs:

1. Covers minimum 8 hours shift
2. Health Centre environments and Units maintained clean
3. Safe disposal of sharps and biological products
4. Contributes to client satisfaction and patient comfort

Performance Indicators:

- Attends (Signs in/out attendance book)
- Staff management meetings (Attendance, minute taking)
- Maintains positive team work
- Standard uniform
- Follows guidelines (rules, regulations)

Performance Appraisal:

- Confirmation of probation period
- Appraisal will be conducted once a year by the line manager.



Republic of Somaliland
Ministry of Health
HRM Tools

Job Title: Community Midwife

Location: Health Centre/Referral Health Centre

Job Number/CSC reference: W/CXXXX

Salary Grade: B

Short summary of the post: The holder of this title is endorsed with the authority and responsibility of giving high quality of midwifery care to the patients in regards to giving acceptable Antenatal Postnatal care, running the Child Welfare Clinic and carrying out immunizations. Ensures women deliver safely and acts quickly in emergencies

Detailed list of expected tasks:

1. Plans daily the work assigned to her and her team.
2. On admission, takes full history of the patient, vital signs and topography.
3. Admits patients in labour, manages 1st stage of labor using Partograph, and uses safe methods to ensure patients deliver well with no complications. Gives enema to patients who qualify to be given.
4. Provides immediate neonatal care and resuscitate if necessary
5. Takes the responsibility of ensuring that the delivery room is kept clean at all times and ready for action.
6. Writes, gives and receives report. Ensures patient's records are kept safely.
7. Makes sure delivery records are well kept and entered in the delivery room.
8. Assists in the theatre to receive babies and carry out the initial care.
9. Takes responsibility of general environment of the ward, ensuring that visitors are kept at minimum. Ensures terminal disinfection is done, and the ward is clean. Maintains infection control methods in regards to waste and sharp disposal.
10. Keeps custody of the drugs and other supplies and ensures no wastage.
11. Keeps a record of the drugs and supplies used by the patient.
12. Checks that all equipments are working during her shift and all emergency supplies are available.
13. Reports all breakages and losses in time.
14. Teaches the patients of what to expect and do during labor and the care of baby and herself later
15. Accompanies the doctor/midwife for ward rounds, bringing to attention points of importance about the patient. Makes and notes any changes in the management of the patient.
16. Ensures the relatives are aware of the progress of their patient.
17. In case of suspected problems, inform the senior midwife on duty or refer.
18. Informs the superior of any special emergencies, accident and incidents, or any problems you could be experiencing regarding patient care.
19. Ensures all midwifery procedures are done in professional way and those requiring aseptic technique are done , this will include:



Republic of Somaliland
Ministry of Health
HRM Tools

- Urinary catheterization.
 - Perineal care
 - Pressure area care.
 - Regular turning and feeding of unconscious or patient unable to turn themselves (Preeclampsia).
 - Administration of all medications in time and careful administration of Oxytocin and prostaglandin.
 - Proper administration of intravenous drugs and fluids
16. She is responsible for community liaison and collaboration

Lines of Authority

Works under: Midwife in charge

Supervises: Any other less qualified staff than her

Works with: Nurse, midwife, Qualified Nurse and the other Health Centre/RHC

Required Qualifications and Experiences:

- Completes minimum grade 8
- The Community midwife will have had 18 months of training and possess a certificate

Working terms and conditions: will be referred CSC regulations

Future career prospects: she will be given appropriate training/advance education opportunity which will be subject to successful appraisal

Gender Equity: can be female only

Specific Outputs:

- Reports to superior of any special emergencies, accident and incidents, or any problems you could be experiencing regarding patient care
- Promotes high standards of midwifery care through other members of her team,
- Prompt judgement and decisions to ensure that standard practices of good midwifery care is maintained throughout her work
- Contributes to client satisfaction and patient comfort
- Health promotion sessions to the community

Performance Indicators:

- Attends (Signs in/out attendance book)
- Maintain detailed patient history
- Ensured privacy while examining the patient



Republic of Somaliland
Ministry of Health
HRM Tools

- Maintains positive team work
- Standard uniform
- Display, behave and work in a professional way
- Covers minimum 8 hours shift
- Follows guidelines (Technical and CSC)
- Number of emergency referrals
- Number of community visits/health education sessions

Performance Appraisal:

- Confirmation of probation period
- Appraisal will be conducted once a year by the line manager.



**Republic of Somaliland
Ministry of Health
HRM Tools**

Job Title: Auxiliary Nurse based in Health Centre

Location: Health Centre

Job Number/CSC reference: W/CXXXX

Salary Grade: C

Short Summary of the Post: Auxiliary Nurse

Detailed list of Expected Tasks (Under supervision of nurse or doctor in charge)

1. Regularly cleans the environment of the health centre
2. Interviews patients to identify their needs and concerns (Greet and get files ready)
3. Provides/assists personal care to the patient
4. Supports active/passive movements
5. Plans/implements and evaluates patients assigned by the nurse in charge
6. Keeps, cleans and sterilizes equipment
7. Assists with transport and movement of patients
8. Carries out other assignments given by the duty nurse or in charge nurse in line with his/her job description
9. Ensures patients understand prescribed treatment
10. Dispenses standard medication as prescribed by doctor or nurse
11. Any other tasks required by the line manager.

Lines of Authority:

Works under: Qualified Nurse and Qualified Midwife

Supervises who: None

Works with: Nurse, Midwife and doctor of the Health Centre Team

Required Qualifications and Experience:

- Completes Grade 8 of primary school
- Some period of on-the-job training and formalized apprenticeships

Working terms and conditions: CSC regulations

Future career prospects: Allowed to enroll state registered nursing programme and completion of its program



Republic of Somaliland
Ministry of Health
HRM Tools

Gender Equity: can be male or female

Specific Outputs:

1. Covers minimum 8 hours shift
2. Health Centre environments and Units maintained clean
3. Safe disposal of sharps and biological products
4. Contributes to client satisfaction and patient comfort

Performance Indicators:

- Attends (Signs in/out attendance book)
- Attends team meetings
- Maintains positive team work
- Standard uniform
- Follows guidelines (rules, regulations)

Performance Appraisal:

- Confirmation of probation period
- Appraisal once a year by the line manager



Republic of Somaliland
Ministry of Health
HRM Tools

Job Title: Lab Technician based in Hospital

Location: Hospital

Job Number/CSC reference: W/CXXXX

Salary Grade (CSC scale): B

Short summary of the post: Responsible for provision of laboratory services to community/client's and families

Detailed list of expected tasks:

1. Ensure universal precautions and safe disposal system within the laboratory
2. Ensure that all clients receive optimum laboratory and blood transfusion services
3. Implement correctly the procedures and protocols and record all data
4. Carry out all routine tests within the laboratory
5. Advice and educate clients on the use of laboratory and services
6. Collaborate with staff and doctors within the other departments on laboratory matters
7. Ensure confidentiality of the laboratory test results
8. Attend meetings and participate in training sessions and also provide mentoring services to those within the department
9. Any other tasks required by the line manager.

Lines of Authority

- **Supervised by:** Head of Department and Hospital Management
- **Supervises:** Junior Lab Technician, Assistant Lab Technician, Students, Support staff working in the department
- **Works with:** Doctors, Nurses and the hospital team

Required Qualifications and Experience: 3 years training course in lab technician from recognized university.

Working terms and conditions (CSC regulation): CSC regulations

Future career prospects: He/she will be given proper training/advance education opportunities which will be subject to successful appraisal

Gender equity: Men and women will be considered equally for this post



Republic of Somaliland
Ministry of Health
HRM Tools

Specific Outputs:

1. Covers minimum 8 hours shift
2. Laboratory maintained clean
3. Laboratory facilities arranged in a proper way
4. Safe disposal of sharps and biological products
5. Follows test procedures correctly

Performance indicators:

- Attends (Signs in/out attendance book)
- Staff managements (Attendance, minute taking)
- Maintains positive team work
- Standard uniform
- Follow up guidelines (rules, regulations)
- Accuracy of test results

Performance Appraisal:

- Confirmation of probation period
- Appraisal once a year by the line manager



Republic of Somaliland
Ministry of Health
HRM Tools

Job Title: Radiology Technician based in Hospital

Location: Health Centre

Job Number/CSC reference: W/CXXXX

Salary Grade: B

Short summary of the post: Responsible for the provision of Radiology/X-ray services to the community

Detailed list of expected tasks:

1. Ensure that all clients receive optimum X-ray services within this department
2. Proper management of patient data and monthly report
3. Be able to manage all machinery within the department correctly
4. Ensure universal precaution and safety within the department at all times
5. Ensure confidentiality of X-ray exam results at all times
6. Attend meetings and participate in training sessions, and also provide mentoring services for those within the department
7. Collaborate with staff and doctors within all departments on X-ray matters
8. Any other tasks required by the line manager.

Lines of Authority:

- **Supervised by:** Head of Department and Hospital Management
- **Supervises:** Junior X-ray technical, students, support staff within X-ray department
- **Works with:** Doctors, Nurses, and all relevant hospital departments

Required Qualifications and Experience:

- Receive training course in X-ray technician from recognized institute
- Worked with the similar job for at least 12 months

Working terms and conditions: CSC regulations

Future career prospects: He/she will be given appropriate training/advance education opportunity which will be subject to successful appraisal

Gender equity: Men and women can be equally considered for this post

Specific outputs:

- Covers minimum 8 hours shift



Republic of Somaliland
Ministry of Health
HRM Tools

- All machinery maintained clean
- Confidentiality of all the examinations and results
- Number of X rays examinations
- Contributes to client satisfaction and patient comfort

Performance Indicators:

- Attends (Signs in/out attendance book)
- Maintains positive team work
- Standard uniform
- Follow guidelines (rules, regulations)
- Maintain confidentiality

Performance Appraisal:

- Confirmation of probation period
- Appraisal once a year by the line manager



Republic of Somaliland
Ministry of Health
HRM Tools

Job Title: Pharmacist-Assistant based in Hospital

Location: Hospital

Job Number/CSC reference: W/CXXXX

Salary Grade: B

Short summary of the post: Responsible for provision of Pharmacy services to the community

Detailed list of expected tasks:

1. To dispense drugs and medical material to patients on the orders/supervision of a Doctor or Pharmacist
2. To record inventory within the department on weekly basis
3. To ensure all drugs within the department are stored correctly
4. To dispose properly of all drugs which have reached their expiration date
5. To collaborate with staff and doctors
6. To attend meetings and participate in training sessions and provide mentoring services to those within the department
7. Any other tasks required by the line manager.

Lines of Authority:

- **Supervised by:** Pharmacist, Doctors, and Hospital Management
- **Supervises:** Junior Assistant Pharmacist, Students, and Support Staff
- **Works with:** Doctors, Nurses and the hospital team

Required Qualifications and Experiences:

- 2 years Diploma in Pharmacy
- At least one year one year of relevant work experience working in a pharmacy

Working terms and conditions (CSC regulation): CSC regulations

Future career prospects: He/she will be given appropriate training/advance education opportunity which will be subject to successful appraisal

Gender equity: can be male or female

Specific Outputs:

1. Covers minimum 8 hours shift



Republic of Somaliland
Ministry of Health
HRM Tools

2. Proper arrangement of the pharmacy
3. Safe disposal of sharps and biological products
4. Contributes to client satisfaction and patient comfort

Performance Indicators:

- Attends (Signs in/out attendance book)
- Maintains positive team work
- Standard uniform
- Following Doctor's prescriptions
- Follow up guidelines (rules, regulations)

Performance Appraisal:

- Confirmation of probation period
- Appraisal once a year by the line manager



**Republic of Somaliland
Ministry of Health
HRM Tools**

Job Title: Nurse (Nutrition/EPI Officer)

Location: PHC, Hospital (Pediatric ward)/RHC

Job Number/CSC Reference: W/Cxxxx

Salary Grade: B

Short Summary of the post:

- Nutritional Assessment/Advice and treatment
- EPI Services, delivery and promotion
- EPI coverage assessment

Detailed list of expected tasks

1. Screens using Z-score/MUAC
2. Manages growth monitoring for <5 years children and pregnant women
3. Provides healthy education to promote healthy eating habits of children <5 years per mother
4. Assesses of micronutrient deficiencies <5 years children and mothers (Breast feeding)
5. Provides treatment to severe/moderate malnourished child
6. Follows up defaulters and manage referrals from OTP to SC
7. Provides monthly report of regional HMIS
8. Assesses immunization status of the children <5 years and pregnant women
9. Ensures quality of cold chain system
10. Provides immunization to <5 years children and malnourished children and pregnant women
11. Registers and fills all vaccination cards
12. Monitors and evaluates immunization coverage of the catchment area
13. Any other tasks required by the line manager.

Lines of Authority

- Works under: Health center in charge or hospital matron or RHO
- Supervises: Students, Auxiliaries, Nurse/Midwife not trained for nutrition
- Works with: Cold chain staff, clinical officer/doctor

Required Qualification and Experience

- Qualified Nurse with EPI/Nutrition training

Working terms and conditions: will be referred to CSC regulations



Republic of Somaliland
Ministry of Health
HRM Tools

Future Career/prospects:

- He/she will be given appropriate trainings to enhance his/her knowledge
- Can be promoted within the health system

Gender Equity: can be male or female

Specific Outputs:

1. Improve nutrition status of pregnant women and children under 5 years
2. Increase in EPI coverage of target population
3. Submit monthly EPI/Nutrition report on time

Performance indicator:

- Decrease prevalence of malnutrition of children under 5 years and pregnant women
- Decrease prevalence of major killer disease of children under 5 years
- Improve health status of the mothers/children
- Upgrade the coverage of children under 5 years EPI

Performance Appraisal:

Will be conducted once a year by the line manager



Republic of Somaliland
Ministry of Health
HRM Tools

Job Title: Anesthetic Assistant (Nurse)

Location: Hospital (OT/ER)

Job Number: WXXXX

Salary Grade: B

Short summary of the post:

- pre-operative assessment of surgical cases
- Post-operative assessment during recovery period
- Deliver/prepare the anesthesia equipment/drugs

Expected detailed tasks:

1. Pre-operative ward visits, preparation of surgery
2. Medical assessment pre-operative
3. Maintenance of intra-operative anesthesia support
4. Proper preparation of emergency drugs/resuscitation kit
5. Maintain airway, vital during surgery
6. Post-operative assessment during recovery period
7. Ensure all necessary drugs e.g. infusion, opioid, antibiotics
8. Sign consent form (critical/intensive care)
9. Any other tasks required by the line manager.

Lines of Authority:

- Works under: Surgeon, OT in-charge
- Works with: Nurses, surgeon, cleaners, medical doctors
- Supervises: Students, Auxiliaries, cleaners, Nurse

Required Qualification and Experience:

- Qualified nurse with 1 year Anesthesia training and 2 years experience in OT skills

Working Terms and Conditions: CSC regulations

Future Career Prospects:

- He/she will be given appropriate trainings to enhance his/her knowledge
- Will be promoted within the health system



Republic of Somaliland
Ministry of Health
HRM Tools

Gender Equity: can be male or female

Specific outputs:

1. Able to provide support anesthesia during surgery
2. Able to provide support anesthesia during pre/post surgery
3. Ensure safe anesthesia
4. Ability to support ER Resuscitation (complicated cases)
5. Document care during surgery

Performance Indicators:

- Decrease in surgical mortality due to anesthesia
- Decrease Anesthesia complication

Performance Appraisal:

Will be conducted once a year by the line manager



**Republic of Somaliland
Ministry of Health
HRM Tools**

Job Title: Regional HMIS Officer

Location: Regional health office

Job Number: W/CXXXX

Salary Grade: B

Short summary of the post:

- The job involves compiling data from the health facilities, generate comprehensive regional report and provide feedback to health facilities. In addition, ensure quality control

Detailed list of expected tasks:

1. Data compilation of health statistics
2. Generating comprehensive regional report
3. Share the report with the regional medical officer
4. Conduct supervision of data management activities at facility level
5. Provide onsite training for health workers
6. Ensure adequate supply of data management tools. E.g. Register, Reporting forms
7. Provide feedback to health facilities
8. Provide monthly review meeting at RHO
9. Ensure data quality control
10. Identify the training needs both regional and facility needs
11. Any other tasks required by the line manager.

Lines of Authority:

- Works under: RMO
- Supervises: health facility data collection staff
- Works with: All regional health workers

Required Qualifications and Experience:

- Qualified nurse with post basic training in data management – statistics, social science, demography

Working terms and Conditions: will be referred to CSC regulations

Future career prospects:

- To enhance his/her knowledge, he/she will be given to further training.



Republic of Somaliland
Ministry of Health
HRM Tools

- Can be promoted within the health system

Gender Equity: open to both male and female equally

Specific outputs:

1. Reliable monthly HMIS report
2. Feedback to health facilities (Data resource center)
3. Supervision of data management systems of regional and facility levels

Performance indicators:

- The level of timeliness, accuracy and completeness of the report
- Number of feedback sessions at facility level

Performance Appraisal:

Will be conducted in once a year by the line manager



**Republic of Somaliland
Ministry of Health
HRM Tools**

Job Title: Regional Cold Chain Officer

Location: Regional Health Office

Job Number: W/CXXXX

Salary Grade: B

Short summary of the post:

- He/she is responsible for the cold chain operation and maintenance

Detailed list of expected tasks:

1. Ensure the availability of appropriate cold boxes, vaccine carriers, ice bags, fuel for the generator and other related items
2. Ensure that all facilities in the region are regularly supplied by the vaccine and commodities. E.g. safety boxes, syringes
3. Ensure the cold chain is maintained from regional health office to the point of vaccination
4. Ensure temperature regulation log sheets on vaccine refrigerators at regional or facility level and regularly fill
5. Responsible for supervision, vaccination and cold chain activity at facility level
6. Onsite training of EPI officers
7. Collect data related to cold chain management and compile and generate the report
8. Participate regional meetings
9. Any other tasks required by the line manager
10. Supports EPI campaigns

Lines of Authority:

- Works under: RMO
- Supervises: regional EPI officer
- Works with: other technical staff at regional level

Required Qualifications and Experience:

- Must be qualified health professional preferably Nurse who has post basic training in EPI-cold chain management
- With at least 2 years experience

Working terms and conditions: will be referred to CSC regulations



Republic of Somaliland
Ministry of Health
HRM Tools

Gender Equity: can be male or female

Future career prospective:

- Will be upgraded through continues professional development training
- Possibility of promotion within the health system

Specific Outputs:

1. Availability of vaccines and commodities
2. Ensure cold chain is maintained

Performance Indicators:

- Number of days of stock out of both regional and facility levels
- Number of times of optimum temperature are exceeded by using daily temperature charts

Performance appraisal:

Will be conducted once a year by the line manager



Republic of Somaliland
Ministry of Health
HRM Tools

Job Title: Regional Medical Stores Officer

Location: Regional Health Office

Job Number: W/CXXXX

Salary Grade: B

Short summary of the post:

- Responsible for receiving, recording and distributing medical and non medical at regional level

Detailed list of expected tasks:

1. Maintain stock management by using record cards
2. Keep records of all medical and non medical equipment (Catalogue equipment including costs)
3. Ensure appropriate documentation - in and out records is used during ordering and distribution of medical and non medical equipment with collaboration of regional admin and finance officer
4. Conduct regular inventory of all assets in the medical store
5. Ensure that qualification process for medical supplies is conducted regularly with involvement of all concerned levels
6. Ensure medical equipment is properly labeled and categorized
7. Supervision of stores at facility level and onsite capacity building for health facility staff
8. Maintenance of drugs – reliability and quality control
9. Checks the expiration dates of medication
10. Any other tasks required by the line manager.

Lines of Authority:

- Works under: RMO
- Supervises: other subordinate staff in the stores
- Works with: other regional staff

Required Qualifications and Experience:

- Should complete minimum of 12 years of education (Secondary school)
- Should have background and minimum five years of experience in management with focus on medical stores

Working Terms and conditions: will be referred to CSC regulations

Future career prospective:

- He/she will get CPD trainings and can be promoted within the health system



**Republic of Somaliland
Ministry of Health
HRM Tools**

Gender equity: can be male or female

Specific outputs:

1. To maintain records of all medical and non medical equipment
2. Conduct regular inventory control
3. Ensure that medical equipment is properly categorized
4. Documentation

Performance indicators:

- Updated stock cards
- Inventory conducted regularly

Performance Appraisal:

Will be conducted once a year by the line manager



**Republic of Somaliland
Ministry of Health
HRM Tools**

Job Title: Hospital Director

Location: Region X

Job No: W/CXXXX

Salary Grade: A

Short summary of the post:

- Responsible for overall management and the quality of patient care in hospital

Detailed list of expected tasks:

1. Management and supervision of all hospital staff
2. Supervision of all hospital departments in collaboration with hospital management team
3. Collaboration with RHO, RHB, and supporting agency
4. Supervision of administrative activities and income generating hospital departments
5. Implementation of national health policy and strategy
6. Responsible for hospital financial documents
7. Propose a disciplinary actions and implement (He/she is the head of the hospital disciplinary committee)
8. Carry out weekly meetings with medical doctors and management team
9. Propose ways to improve the hospital services quality
10. Signature of all official documents
11. Representative the hospital at all levels (Meetings)
12. He/she should play the role of a doctor
13. Any other tasks required by the line manager.

Lines of Authority:

- Works under: RMO
- Supervises: all hospital staff
- Works with: RMO, RHB, Management team and partners

Required qualification and experience:

- Must be a doctor
- Must have comprehensive management skills with 3 years of experience

Working terms and conditions: will be referred to CSC regulations

Future career prospective:



Republic of Somaliland
Ministry of Health
HRM Tools

- He/she will be given appropriate trainings with technology trends
- Can be promoted within the health system

Gender equity: can be male or female

Specific outputs:

1. Improve quality of health service at the hospital
2. Kept hospital staff punctuality at higher level of attendance and performance
3. Improved hospital profile

Performance Indicators:

- Number of inpatients and outpatients visited the hospital
- Improvement level of hospital staff attendance and performance
- Reduction of patient mortality rate in the hospital
- Client inspection

Performance Appraisal:

Will be conducted once a year by the line manager



**Republic of Somaliland
Ministry of Health
HRM Tools**

Job Title: Lab Assistant

Location: Hospital, RHC, Health Centre

Job Number: W/CXXX

Salary Grade: C

Summary of the post:

- Responsible for assisting in the management of services provided at the lab of the hospital

Detailed list of expected tasks:

1. Organize the specimen collection site
2. Collection of specimen and proper labeling
3. Examine assigned specimen
4. Record and produce the result of each test
5. Ensure proper hygiene and safety procedures
6. Attend staff meetings in service trainings and continue education programs
7. Deliver health education activities
8. Any other tasks required by the line manager.

Line of Authority:

- Works under: Lab technician
- Supervises: students and Junior staff
- Works with: Lab staff and other ward units

Required Qualification and Experience:

- Mainly period of on job training and formalized apprenticeship Basic knowledge of laboratory procedures and safety precautions.

Working terms and conditions: will be referred to CSC regulations

Future career prospects:

- He/she will be given trainings to enhance his/her knowledge and skills
- Will be promoted within the health system

Gender equity: can be male or female

Specific outputs:



Republic of Somaliland
Ministry of Health
HRM Tools

1. corrected collection and labeling of samples
2. Proper lab functioning and maintenance setting
3. Good recording of results

Performance indicators:

- Number of tests done in the lab
- Punctuality
- Validity of results
- Cleanliness of lab

Performance appraisal:

The performance appraisal will be conducted once a year by the line manager



Republic of Somaliland
Ministry of Health
HRM Tools

Job Title: Pharmacist Technician

Location: Pharmacy (Hospital or HC)

Job Number: W/CXXXX

Salary grade: B

Short summary of the post:

- Dispenses drugs, stock inventory, drug recording, setting and cleanness

Detailed list of expected tasks:

1. Dispensary of drugs according to doctor prescription
2. Proper keeping of stock inventory
3. Drug recording and reporting
4. Cleaning and setting drug shelves
5. Assisting drug ordering
6. Any other tasks required by the line manager.

Lines of Authority:

- Works under: Pharmacist
- Supervises: students, interns, trainees and Auxiliary staff needed
- Works with: Pharmacist and other technical staff

Required Qualification and Experience:

- Minimum of 2 years of experience in working pharmacy

Working terms and conditions: CSC regulation

Future career prospects:

- He/she will be given appropriate training/advance education opportunity which will be subject to successful appraisal
- Can be promoted within the health system

Gender equity: can be male or female

Specific outputs:



Republic of Somaliland
Ministry of Health
HRM Tools

1. Correctly dispensing drugs
2. Regular stock inventory
3. Monthly report
4. Ensure that pharmacy is clean and manage orderly

Performance indicators:

- Correctly dispensing drugs
- Monthly report
- Inventory management
- Setting up

Performance Appraisal:

Will be conducted once a year by the line manager



Republic of Somaliland
Ministry of Health
HRM Tools

Job Title: Pharmacist

Location: Pharmacy (Hospital or HC or RHC)

Job Number: W/CXXXX

Salary Grade: A

Short summary of the post:

Responsible for the overall management of pharmacy

Detailed list of expected tasks:

1. Ordering of drugs
2. Responsible for stock management
3. Supervises pharmacy technician
4. Ensure rational drug use
5. Quality control of drugs
6. Interact with or maintain good relations with drug wholesalers
7. Responsible for continuous professional development
8. Any other tasks required by the line manager.

Lines of authority:

- Works under: hospital director/ team leader
- Supervises: Pharmacy technician, assistants and students
- Works with: all the staff

Required qualification and experiences:

- Bachelor of science (Pharmacist)
- 2 years of experience

Working terms and conditions: will be referred to CSC Regulation

Future career prospects:

- He/she will be given to appropriate trainings/advance education opportunity which will be subject successful appraisal
- Can be promoted within the health system

Gender equity: can be male or female



Republic of Somaliland
Ministry of Health
HRM Tools

Specific outputs:

- Stock management and ordering
- Responsible for capacity building for junior staff

Performance indicators:

- Proper management of the stock
- Supervision of the other staff
- Good relationship with wholesalers
- Reporting on time

Performance appraisal:

Will be conducted once a year by the line manager



Republic of Somaliland
Ministry of Health
HRM Tools

Job Title: Dental Assistant

Location: Hospital

Job Number: W/CXXXX

Salary Grade: C

Short summary of the post:

Responsible for conducting minor dental procedure in patients

Detailed list of expected tasks:

1. Perform minor dental surgery (Filling and extractions)
2. Conduct health education/oral hygiene/dental hygiene
3. Perform sterilization procedures per dentist requirement and observe universal precautions
4. Reporting and recording
5. Care and maintenance of equipment
6. Any other tasks required by the line manager.

Lines of authority:

- Works under: Dentist
- Supervises: prosthesis technician
- Works with: other technical staff

Required qualifications and experience:

- Certificate of dentistry
- At least 2 years of working experience

Working terms and conditions: CSC regulations

Future career prospects:

- He/she will be given appropriate training/advance education opportunity which will be subject to successful appraisal
- Will be promoted to within the health system

Gender equity: can be male or female

Specific outputs:



Republic of Somaliland
Ministry of Health
HRM Tools

1. Perform minor dental surgery
2. Health education
3. Clean and regular sterilization of equipment

Performance indicators:

- Number of cases attended
- Number of health education
- Timeliness and accuracy of reports

Performance Appraisal:

Will be conducted once a year by the line manager



Republic of Somaliland
Ministry of Health
HRM Tools

Job Title: Dentist

Location: Hospital

Job Number: W/CXXXX

Salary Grade: A

Short summary of the post:

- Dental surgery
- Dental medication
- Dental decoration

Detailed list of expected tasks:

1. Performs dental surgery and dental medication
2. Supervises the dental technician
3. Health education for dental disease
4. Manages the deferral department and report
5. Training of students and junior staff
6. Any other tasks required by the line manager.

Lines of authority:

- Works under: the hospital director
- Supervises: the dental technician and students
- Works with: hospital technicians and other hospital team

Required qualifications and experience:

- At least bachelor of dental surgery

Working terms and conditions: will be referred to CSC regulations

Future career prospects:

- He/she will be given appropriate training which will be subject to successful appraisal
- Can be promoted within the health system

Gender equity: can be male or female

Specific outputs:



Republic of Somaliland
Ministry of Health
HRM Tools

- Improved dental medication and surgery
- Cosmetic dental interventions attended
- Dental health education taken part

Performance indicators:

- Dental medication and surgery
- The supervision of junior staff and health education

Performance appraisal:

Will be conducted once a year by the line manager



Republic of Somaliland
Ministry of Health
HRM Tools

Job Title: Ophthalmic Nurse

Location: Hospital

Job Number: W/CXXXX

Salary Grade: B

Short summary of the post:

Diagnose and manage the minor ophthalmic condition

Detailed list of expected tasks:

1. History taking and physical examination
2. Conduct minor eye examination
3. Instrument sterilization
4. Assisting ophthalmic operation
5. Health education for the patient
6. Compiling the report of eye specialist
7. On job training of students and junior staff
8. Any other tasks required by the line manager.

Lines of authority:

- Works under: head of the department
- Supervises: students, auxiliaries and junior staff
- Works with: eye specialists, other technicians and the hospital management team

Required qualifications and experiences:

- Diploma in post basic ophthalmic nurse
- Approve or recognized qualification

Working terms and conditions: will be referred to CSC regulations

Future career prospects:

1. He/she will be given appropriate training
2. Can be promoted within the health system subject to performance appraisal

Gender equity: can be male or female

Performance indicators:



Republic of Somaliland
Ministry of Health
HRM Tools

1. Number of cases managed
2. Number of operations assisted
3. Accuracy and timely of report
4. Number of health education sessions
5. The use of infection control
6. The quality of performance

Performance appraisal:

Will be conducted once a year by the line manager



Republic of Somaliland
Ministry of Health
HRM Tools

Job Title: Physiotherapist

Location: Hospital

Job Number: W/CXXXX

Salary Grade: B

Short summary of the post: conduct rehabilitation and education of patients

Detailed list of expected tasks:

1. Identify and manage cases in need for physiotherapy
2. Conduct health education for patients
3. Compile monthly reports(HMIS)
4. Ensure care and maintenance of all equipment used in physiotherapy/rehabilitation
5. To teach the family of the patients on home care after discharge
6. Any other tasks required by the line manager.

Lines of authority:

- Works under: hospital matron
- Works with: matron, orthopedic unit and other hospital technical staff
- Supervises: students, junior staff and relatives of the patients

Required Qualifications and Experiences: Qualified nurse with certificate in physiotherapy

Working terms and conditions: will be referred to CSC regulations

Future career prospects:

- He/she will be given appropriate training
- Can be promoted within the healthy system

Specific outputs:

- Identify and rehabilitate patients in need for physiotherapy
- Maintenance of equipment
- Recording and compiling reports
- Capacity building for junior staff

Performance indicators:

1. Number of cases identified and managed
2. Number of health education sessions conducted



Republic of Somaliland
Ministry of Health
HRM Tools

3. Level of hygiene/equipment maintenance
4. Timeliness of reports/accuracy

Performance Appraisal: will be conducted once a year by the line manager

REPUBLIC OF SOMALILAND



Republic of Somaliland
Ministry of Health
HRM Tools

Job Title: Hospital matron

Location: Hospital

Job Number: W/CXXXX

Salary Grade: B

Short summary of the post: responsible for the management of the quality care of nursing and midwifery services in the hospital

Detailed list of expected tasks:

1. Is a member of the hospital management team
2. Monitoring And Supervision of Staffing and Students arranging with school students placement schedule.
3. Perform performance and appraisal for staff, Nurse ,Midwives,
4. Monitors attendance.
5. Works with hospital administration to ensure cleanliness of hospital/wards/ laundry/sterilization systems.
6. Ensures that protocols and procedures of patient care are followed
7. Monitors supplies and logistics to ensure good midwifery and nursing services
8. Conducts wards rounds and supervises delegate wards in-charge and other staff
9. Is a member of the hospital quality assurance team
10. Monitors staff uniforms, ethics , professional standards, shifts/roosters/scheduling
11. Monitors standard patient care
12. Ensures that all documentations, reporting, patients care, plans protocols /TX, diagnostics ETC is followed
13. Organizes in-services trainings to contribute better patient care and professional development
14. Ensures prevention and control of Nosocomic Infection/hospital acquired infections
15. Raise the profile of the hospital and Nursing/mid wife professionals
16. Deals with conflicts/interpersonal relationships
17. Records incidents /staff injuries and patients injuries/ health safety measurement and risk management
18. Any other tasks required by the line manager.

Lines of authority:

- Works under: Hospital director
- Supervises: staff in charge, students
- Works with: all the members of the hospital management team



Republic of Somaliland
Ministry of Health
HRM Tools

Required Qualifications and Experiences:

- Registered Nurse or Midwife with a degree or diploma in management
- Minimum of five years experience in management
- Medical/health background will be an added advantage.

Working terms and conditions: CSC regulations

Future career prospects:

- He/she will be given appropriate training
- Can be promoted within the healthy system

Specific outputs:

1. Improve quality of health service at the hospital
2. Kept hospital staff punctuality at higher level of attendance and performance
3. Improved hospital profile

Performance indicators:

- Number of inpatients and outpatients visited the hospital
- Improvement level of hospital staff attendance and performance
- Reduction of patient mortality rate in the hospital
- Client inspection

Performance Appraisal:

Will be conducted once a year by the line manager



Republic of Somaliland
Ministry of Health
HRM Tools

Job Title: Doctor

Location: Hospital or RHC

Job Number: W/CXXXX

Salary Grade: A

Short summary of the post:

Detailed List of expected tasks:

1. Should have appropriate inter personal communication with the communities and people from all walks of life
2. See in-patients every morning.
3. Carry out diagnostic tasks and complete medical check-up.
4. Responsible for the admission and discharge of patients
5. Sit in OPD to see patients
6. Conducts case studies, supervises interns, nurses, medical students and other mid level health care professionals.
7. Performs specific diagnostic procedures.
8. Consults with other doctors during rounds for diagnostics or treatment patients.
9. Participates case studies and weekly presentations.
10. On-call for shifts and emergency.
11. Patient record keeping.
12. Teaching of students and interns
13. Any other tasks required by the line manager.

Lines of authority:

- Works under hospital director
- Supervises : Interns and students
- With: all the other staff of the hospital

Required Qualifications and Experience:

- Degree in Medicine

Working terms and conditions: will be referred to CSC regulations

Future career prospects:



Republic of Somaliland
Ministry of Health
HRM Tools

- He/she will be given proper training and according to work performance will be promoted within the health system

Gender equity: can be male or female

Expected outputs:

- Improve the health of patients
- Trains students, interns, nurses, midwives and other mid level health care professional
- To participate in health committee meeting as required

Performance Indicators:

- Better health for all patients
- Reduce mortality rate in the hospital
- Number of cases successfully diagnosed

Performance appraisal:

- Will be conducted once a year by the line manager



**Republic of Somaliland
Ministry of Health
HRM Tools**

Job Title: Sanitarian

Location: Regional Health Office

Job #: W/CXXXX

Salary Grade: B

Short summary of the post:

Promote the general health and sanitation activities of the community health facilitate

Detailed list of expected tasks

1. Organize water /sanitation company (Rural/ urban)
2. Responsible for ensure safe environment through collaboration with local government
3. Responsible for the food safety and quality
4. Responsible for waste disposal in health facilitate
5. Responsible for sewage system /toilet at Hygiene
6. Ensure international Standard to hygiene and sanitation
7. Both clinical and non-clinical waste disposal
8. Any other tasks required by the line manager.

Lines of authority:

- Works under RHO
- Supervise : Garbage collectors, cleaners (HEALTH LEVEL), Food handlers
- With: regional staff, local government /mow/local NGO, International NGOs and private sectors

Required Qualifications and Experience:

- Diploma in Sanitaria (Public health or environmental health)

Working terms and conditions: will be referred to CSC regulations

Future career prospects:

- He/she will be given proper training and according to work performance will be promoted within the health system

Gender equity: can be male or female

Expected outputs:



Republic of Somaliland
Ministry of Health
HRM Tools

- Improve hygiene/sanitation of health facilities and community in general
- Increased community awareness raising on hygiene/sanitation
- Organize regular sanitation days

Performance Indicators:

- Better disposal of waste (Community Household and clinical facilities)
- Improve sanitation of health facilities/community hygiene
- Prevention of public health outbreaks

Performance appraisal:

- Will be conducted by the line manager



Republic of Somaliland
Ministry of Health
HRM Tools

Job Title: Regional Administrator

Location: Regional Health Office

Job Number: W/C xxxx

Salary Grade: A

Short Summary of the post: Responsible for and supports the smooth operation of administration in the regional health office

Detailed list of expected tasks:

1. Responsible for making contract on behalf of RHO
2. Responsible for the over all regional health office administration
3. Responsible for logistics/procurement
4. Coordination with the other department
5. Produce admin reports
6. Maintain inventories
7. Any other tasks required by the line manager.

Lines of Authority:

- Works under: RHO
- Supervises: Finance and admin staff
- Works with: all regional health staff

Required Qualification and Experience:

The person should have Bachelor of Business Administration with 2 years of working experience

Working terms /condition: will be referred to CSC Regulation.

Future prospect: Based on his/her performance, he/she can be promoted within the health system

Gender equity: can be male or female

Expected Outputs:

1. Monthly, quarterly, annual, financial report.
2. Narrative Administration report
3. Asset/inventory lists procurement report guideline
4. Vehicle log book / appropriate filling systems

Performance Indicators:



Republic of Somaliland
Ministry of Health
HRM Tools

- A) Timely completeness of reports
- B) Efficient running of RHO admin/finance activities

Performance Appraisal: Will be conducted once a year by the line manager

REPUBLIC OF SOMALILAND



**Republic of Somaliland
Ministry of Health
HRM Tools**

Job Title: Regional Human Resource Development Officer

Location: Regional Health Office

Job No: W/CXXXX

Salary Grade: B

Short summary of the post:

- Responsible for the appropriate HR development that health services in the regional meets the need of (Responsible for HR-MIS)

Detailed list of expected tasks:

1. Plans and manages all development trainings of the staff, monitors results, and ensures reporting of results in the personnel records of (HR-MIS) each individual attending a training.
2. Liaise with regional medical officer in relation of the preparation of in-service trainings, implementation and follow up of the trainings
3. Liaise with the director of HR department of the ministry
4. Maintains staff contract
5. Responsible for the HR-MIS of the region and transmission of HR data to the central office of the ministry
6. Should solve conflict among the staff
7. Coordinate, record and monitor all CPD trainings in regional wise
8. Monitors students and interns in the region
9. Prepare and submit to the directorate a quarterly regional HR report
10. Any other tasks required by the line manager.

Line authority:

- Works under: the RHO
- Supervises : head of facility, HR-MIS staff
- Works with : -RHO/PHC/HRD-central (LEVEL) and other regional health staff

Required Qualification and Experience:

- Qualified health professional
- Other person with strong human resource discipline.

Working terms /condition: will be referred to CSC Regulation

Future career Prospects: will be promoted within the health system



Republic of Somaliland
Ministry of Health
HRM Tools

Expected Outputs:

- Training and capacity building plans
- Records of HR (appropriate HR records)
- Calendar of training events /meeting
- Pre-services training (control and coordinate the intake.

Performance Indicators:

- Improve HR records
- Planned CPD training /Meeting

Performance Appraisal:

- will be conducted once a year by the line manager



Republic of Somaliland
Ministry of Health
HRM Tools

Job Title: Regional Health Officer (RHO)/Regional Medical Officer (RMO)

Location: Regional Health Office

Job No: W/CXXXX

Salary Grade: A

Short Summary of the post

RHO will be responsible for the implementation of the EPHS in the region to reduce the morbidity and mortality of the region. Responsible for all regional health staff activities such as planning, implementation, monitoring and supervision, data collection. Ensures high quality of health care with the involvement of the community.

Detail list of expected tasks:

1. Leadership of quality
2. Development and production of regional master and annual plan
3. Coordination of the health activities implementation
4. Liaise with partners working in his/her designed region
5. Monitoring and supervise all on going health activities in his/her region with the utilization of standardized EPHS supervision tools
6. Preparation and chairing of bi-monthly regional health and nutrition coordination meeting prepare the report of these meetings and share with the MOH and Partner.
7. Participate national quarterly health and nutrition coordination meeting and present his/her regional performance and need
8. Collect and analysis all the health data through his/her HMIS officer and prepare monthly, quarterly and yearly report and share with central office
9. He/she will be overall manage of regional health team
10. She/he must have a proper, amicable relation together with other regional departmental officers.
11. Monitors the functioning of the health personnel in the region in relation to staffing levels and quality
12. Any other tasks required by the line manager.

Gender Equity: can be male or female

Lines of Authority:

- Work under : DG of MOH
- Supervises who : all regional health workers

©Somaliland Ministry of Health



Republic of Somaliland
Ministry of Health
HRM Tools

- Work With: Other Regional Department and partners

Required qualification and experience:

- Qualified Medical Doctor
- Five years of working experience

Working terms/Condition: CSC Regulation

Future Career Prospects:

- To enhance his/her knowledge and skills, will be given proper trainings.
- Will be promoted within the health system after successful performances

Gender equity: can be male or female

Specific Outputs:

- Development and Production of 5 years masters plan and annual action plans
- Preparation and production of monthly and Quarterly, yearly reports.

Performance and Indicators:

- Work environment at regional office and all health facilitate.
- Improved regional health staff punctuality
- Completion of the excepted reports on time
- Enhance the quality of health services

Performance Appraisal:

Will be done once a year by the line manager



Republic of Somaliland
Ministry of Health
HRM Tools

Job Title: Primary Health Coordinator (PHC)

Location: Regional Health Office

Job No: W/C xxx

Salary Grade: B

Short Summary of the post:

She/he will be Responsible to primary health activities including supervision of RHC, HC, PHU distribution of supplies, and collection of reports and be member of regional emergency response team

Detail list of expected tasks:

1. Closely work with the RHO, RHC, HC, PHU and other supporting partners
2. Develop regional supplies distribution schedule and maintain strictly.
3. Supervise all RHC, HC, PHU on monthly basis
4. Collect of all needed reports supplies material, building and data services from RHC, HC, and PHU Submit to RHO and other staff members.
5. Participate in the development and production of the regional master annual plan.
6. Represent RHO when She/he is out of the office
7. Liaise with partners who will support EPHS
8. Prepare and produce monthly, quarterly, and annual Reports.
9. Monitor performance of public health staff
10. Any other tasks required by the line manager.

Lines of Authority:

- Work Under: RHO
- Supervise who; All RHC, HC and PHU staff.
- Work With: all regional Health office staff, RHB, supporting partners and etc.

Required qualification and experience:

- Must be qualified nurse with five years experience in the primary health

Working terms and conditions: will be referred to CSC regulation

Future Career Prospects:

- To enhance their knowledge and Skills will be provided proper training
- Will be promoted within the health system subject to successful performances



Republic of Somaliland
Ministry of Health
HRM Tools

Gender Equity: can be male or female

Specific outputs:

- Development and productions of five years plans and annual action plans
- Preparation of monthly, quarterly and yearly reports.

Performance Indicators:

- Work environment of health facilitates
- Improve regional health staff punctuality
- Completion of excepted reports on time
- Enhance the quality of health service

Performance appraisal:

Will be conducted once a year by the line manager



**Republic of Somaliland
Ministry of Health
HRM Tools**

Job Title: Registered Nurse based in Hospital

Location: Hospital

Job Number/CSC reference: W/CXXXX

Salary Grade: B

Short summary of the post: Responsible for curative and preventive health care in adults and children

Detailed list of expected tasks:

1. Ensures that all patients receive optimum care in the ward unit
2. Implements correctly the procedures, protocols and record all data
3. Plan and deliver health education activities with clients and their relatives
4. Collaborates with the nurse in charge and attend regularly staff meetings
5. Provides emergency care within his/her scope of practice
6. Any other tasks required by the line manager.

Lines of Authority:

- **Supervises by:** Ward in charge, matron, and hospital management
- **Supervises:** Junior nurses, students and support staff
- **Works with:** Doctors, Midwife, and Hospital team

Required Qualifications and Experiences: Diploma in nursing from MOH recognized institute

Working terms and conditions: will be referred to CSC regulation

Future career prospects:

- Will be given appropriate trainings and will be promoted within the health system

Gender equity: can be male or female

Specific outputs:

- Number of patients admitted to the ward
- Excellent implementation of procedures and record keeping
- List of workshops and educational activities planned and delivered to patients and their families
- Number of patients with emergency cases attended to



Republic of Somaliland
Ministry of Health
HRM Tools

Performance indicators:

- Attends (signs in/out attendance book)
- Staff management and supervision (attends planning sessions and team meetings)
- Reports for shift work as required by contract
- Maintains positive team work
- Follows up Doctors guidelines and regulations
- Maintains equipment, and documentation
- Develops and maintains inventory of All meds, equipment, furniture and

Performance Appraisal:

Will be conducted once a year by the line manager



Republic of Somaliland
Ministry of Health
HRM Tools

Job Title: Midwife based in Hospital

Location: Hospital, RHC

Job Number/CSC reference: W/CXXXX

Salary Grade: B

Short summary of the post: To provide prenatal, inter-natal, and post-natal care to all patients

Detailed list of expected tasks:

1. Provides ante-natal care to child bearing women on the maternity ward
2. Recognizes and closely monitors high risk conditions during pregnancy
3. Supports women in labour
4. Monitors progress in labour
5. Recognizes danger signs in child birth and post partum and takes appropriate action
6. Provides appropriate health education and counseling as an integral part of all patient interactions
7. Giving support and advice on daily care of the baby, including breast feeding and family planning
8. Participates in the training and supervision of junior colleagues
9. Liaising with MCH and other health care professionals to ensure continuity of care
10. Implements doctor's orders as prescribed
11. Any other tasks required by the line manager.

Lines of Authority:

- **Works under:** Doctor, Ward in charge, Matron, Hospital Management, collaborates with other health professionals
- **Supervises:** Junior midwives, students, support workers
- **Works with:** Doctors, Hospital team

Required Qualifications and Experiences: Post graduate diploma in midwifery from MOH recognized health institute

Working terms and conditions: will be referred to CSC regulation

Future career prospects:

- Will be given to appropriate training which will be subject to work performance
- Will be promoted within the health system

Gender equity: can be female only



Republic of Somaliland
Ministry of Health
HRM Tools

Specific Outputs:

- Number of ante-natal and post-natal patients served
- Number of high risk conditions identified and referred
- Number of health education workshops and/or counseling sessions give on: baby care,; breast feeding and family planning and any other maternal and child care
- Training and supervision of junior staff
- Records keeping and documentation of incidences, cases, encounters

Performance indicators:

- Attends (signs in/out attendance book)
- Staff management and supervision (attends planning sessions and team meetings)
- Reports for shift work as required by contract
- Maintains positive team work
- Follows nursing ethics, standards and doctors guidelines and regulations

Performance Appraisal: Will be conducted once a year by the line manager



Republic of Somaliland
Ministry of Health
HRM Tools

Job Title: Midwife

Location: Health Centre

Job Number/CSC reference: W/CXXXX

Salary Grade (CSC scale): B

Short summary of the post: Responsible for delivery of safe midwifery services to the community

Detailed list of expected tasks

- Provision of prevention, promotion and curative services for pregnant women and lactating mothers
- Registration and History taking
- Diagnosis and treatment
- Antenatal care
- Delivery
- Post-natal Care and family planning
- EPI
- Counseling and health Education
- Any other tasks required by the line manager.

Lines of authority:

Works under: the head of health centre

Supervises: Auxiliary midwife,

Works with: CHWs, community leaders and groups

Required Qualifications and Experience: Recognized training in Midwife and nursing background is further advantage

Working terms and conditions: CSC regulations

Future career prospects:

- Will be given appropriate trainings and will be promoted within the health system

Gender equity: can be female only

Specific Outputs:

- Number of ante-natal and post-natal patients served
- Number of high risk conditions identified and referred



Republic of Somaliland
Ministry of Health
HRM Tools

- Number of health education workshops and/or counseling sessions give on: baby care,, breast feeding and family planning and any other maternal and child care
- Training and supervision of junior staff
- Records keeping and documentation of incidences, cases, encounters

Performance indicators:

- Attends (signs in/out attendance book)
- Staff management and supervision (attends planning sessions and team meetings)
- Reports for shift work as required by contract
- Maintains positive team work
- Follows nursing ethics, standards and doctors guidelines and regulations

Performance Appraisal: Will be conducted once a year by the line manager



Republic of Somaliland
Ministry of Health
HRM Tools

Job Title: Nurse

Location: Referral Health Centre

Job Number/CSC reference: W/CXXXX

Salary Grade: B

Short summary of the post:

Detailed list of expected tasks:

- Registration and history taking
- Consultation for OPD visits
- Diagnosis , treatment and referral
- Health Education and Counseling
- Growth monitoring
- EPI
- Follow up/ Outreach
- Any other tasks required by the line manager.

Lines of authority:

- **works under:** Head of health centre
- **supervises who:** Auxiliary nurses
- **works with:** all staff of the health centre

Required Qualifications and Experience: Registered Nurse

Working terms and conditions (CSC regulation)

Future career prospects: Will be given appropriate trainings and will be promoted within the health system

Gender equity- Men and women will be considered equally for this post

Specific Outputs:

- Number of high risk conditions identified and referred
- Number of health education workshops and/or counseling sessions give on: baby care, breast feeding and family planning and any other maternal and child care
- Training and supervision of junior staff
- Where there is no midwife number of antenatal and postnatal patients served



Republic of Somaliland
Ministry of Health
HRM Tools

- Records keeping and documentation of incidences, cases, encounters

Performance indicators:

- Attends (signs in/out attendance book)
- Staff management and supervision (attends planning sessions and team meetings)
- Reports for shift work as required by contract
- Maintains positive team work
- Follows nursing ethics, standards and doctors guidelines and regulations

Performance Appraisal

Will be conducted once a year by the line manager



Republic of Somaliland
Ministry of Health
HRM Tools

Job Title: Community Health Worker (CHW) at Primary Health Unit

Location: PHU

Job Number/CSC reference: W/CXXXX

Salary Grade: CSC Scale

Short summary of the post: To provide essential preventive and promote health services to the community including treatment of a defined range of common conditions for which they have been trained. They are responsible to work with communities to promote health seeking behavior.

Detailed list of expected tasks:

- Conduct routine nutrition screening on under 5s and pregnant women
- Undertake a community diagnosis of the community they serve to identify common preventable diseases and mobilize the community to undertake steps to prevent and deal with these conditions
- Diagnosis and treatment of conditions such as malaria, diarrhea and ARI (following training)
- Mobilize the community to participate in immunization sessions and assist nurses from the Health Centre to conduct these sessions
- Promote prevention and appropriate care seeking behavior for HIV, STIs and TB
- Maintains regular communication with the Health Centers
- Provides basic first aid and ensures referral of serious cases to health centre or referral health centre

Lines of authority:

- Works under direct supervision of the Nurse in charge of the health centre
- Works with the community health committees
- Liaises with the local traditional healers and TBAs

Required Qualifications and Experience:

- Completes grade 8
- 6 months training for community health worker and periodical refreshment training courses

Working terms and conditions: CSC regulations

Future career prospects: Will be given appropriate trainings and will be promoted within the health system



Republic of Somaliland
Ministry of Health
HRM Tools

Gender equity- Men only will be considered for this post

Specific Outputs:

- Covers minimum 8 hours work per day and be on call duty per community needs
- Health Centre environments and Units maintained clean
- Safe disposal of sharps and biological products
- Patient record keeping (HP centre visits)
- Contributes to community health services

Performance indicators

- number of patients referred to HC or RHC and Hospital
- improve work environment of health facility
- Improved punctuality and working hours of the health post
- Completion of excepted reports on time
- Patient's records maintained and kept well

Performance Appraisal:

Will be conducted once a year by the line manager



Republic of Somaliland
Ministry of Health
HRM Tools

Job Title: Hospital Administrator

Location: Hospital X

Job Number/CSC reference: W/CXXXX

Salary Grade (CSC scale): A

Short summary of the post: overall management and supervision of administration staff, inventory, procurement and supervision of hospital financial state and ensuring adherence of hospital.

Detailed list of expected tasks:

1. Ensures the availability, application and stocking of hospital management documents.
2. Facilitates the development of hospital annual budget.
3. Re-enforces the adherence of hospital expenditure and financial procedures.
4. Ensures that every hospital worker has job description and contract before commencing a work.
5. Overall responsible for the effective management of the personnel files.
6. Ensures that all health workers have planned annual leave and other legal holidays.
7. Establishes and supervises management of the hospital patient filling system and other filling systems.
8. Controls staff attendance and prepares monthly, quarterly and annually absenteeism summary.
9. Takes minutes of all hospital meetings and follow up actions
10. Follow ups that all section heads complete staff performance appraisal as necessary.
11. Supervises monthly, quarterly and annual financial report.
12. Supervises administration section staff, controls hospital inventory regularly, security system, transport system and supervises procurement and resource distribution.
13. Updating of personnel records
14. Any other tasks required by the line manager.

Lines of authority:

- **Works under:** Director of the hospital
- **Supervises:** all hospital staff except medical personnel
- **Works with:** all hospital management team

Required Qualifications and Experience:

- Degree or diploma in management.
- Medical/health background will be an added advantage.



Republic of Somaliland
Ministry of Health
HRM Tools

Working terms and conditions (CSC regulation): will be referred to CSC regulations.

Future career prospects: will be given trainings related to his/her position and will be promoted within the health system but depends on work performance.

Gender equity: can be male or female

Specific Outputs:

- Improved overall management of the hospital in terms of staff, inventory management, and supervision of the management section staff to support the technical functions of the hospital.
- Preparation of reports on time.

Performance indicators:

- Number of hospital reports submitted on time.
- Number of staff attendance in the hospital.
- Numbers of meetings attended and follow up actions taken.
- Effectiveness of hospital maintenance.

Performance Appraisal:

- Will be conducted once a year by the line manager.



Republic of Somaliland
Ministry of Health
HRM Tools

Job Title: Attendant Worker (Laundry)

Location: Hospital, RHC

Job Number/CSC reference: C

Salary Grade (CSC scale): CSC Scale

Short summary of the post: responsible for the overall launder activities of the hospital including Ironing.

Detailed list of expected tasks:

1. Cleans all dry gowns and bed sheets of the hospital wards.
2. Reports all needs of laundry materials, such as soap, and washing equipment.
3. Ensures the cleanliness and ordering of the laundry area.
4. Separates out all infected linen and gowns and treats them separately from the normal laundry.
5. Supplies clean linen to service areas upon request.
6. Any other tasks required by the line manager.

Lines of authority:

- **Works under:** hospital administrator
- **Supervises:** none
- **Works with:** all other hospital staff

Required Qualifications and Experience:

- s/he should write and speak Somali
- experience in cleaning (Laundry)
- knowledge of washing machines
- Knowledge of handling of infected linen (training will be given if required).

Working terms and conditions (CSC regulation): will be referred to CSC regulation.

Future career prospects:

- His/her salary will be increased but depends on work performance.

Gender equity: can be male or female.



Republic of Somaliland
Ministry of Health
HRM Tools

Specific Outputs:

- Appropriate washing and cleaning of assigned materials.
- Effective handling of infected linen.
- Well maintenance of laundry equipment.

Performance indicators:

- Number of sheets cleaned.
- Overall cleanliness of the hospital gowns and bed sheets.
- Timely cleaning of the hospital linen.

Performance Appraisal: will be conducted once a year by the line manager.



Republic of Somaliland
Ministry of Health
HRM Tools

Job Title: Accountant

Location: Hospital X

Job Number/CSC reference: W/CXXXX

Salary Grade (CSC scale): B

Short summary of the post: handles the financial aspect of a hospital or health care facility, therefore, the hospital accountant oversees every area of finance as well as knowledge.

Detailed list of expected tasks:

- Prepares financial reports for both internal and external use.
- Prepares monthly reports to determine whether the financial information generated is accurate.
- Assists preparing the hospital budget.
- Leads the financial department of the hospital.
- Reviews, designs, implements, and monitors the financial systems, processes, controls, and reports within the hospital.
- Journalizes daily transactions.
- Prepares the monthly staff salaries.
- Ensures effective documentation of all financial records.
- Prepares annual budgets and monitors expenditure/revenue against budgets and reports variances to hospital management team.
- Any other tasks required by the line manager.

Lines of authority:

- **Works under:** Hospital Administrator
- **Supervises:** Cashier and fee collectors
- **Works with:** hospital management team and cashier

Required Qualifications and Experience:

- Must have a degree in accounting/commerce
- Must have at least 3 years of working experience in related position

Working terms and conditions (CSC regulation): will be referred to CSC regulations

Future career prospects:

- He/she will be given proper training and further education opportunities which will be based on work performance.



Republic of Somaliland
Ministry of Health
HRM Tools

Gender equity: can be male or female

Specific Outputs:

- Preparing financial reports on time.
- Effective documentation of all financial records.
- Give an appropriate financial advice to the hospital management team.

Performance indicators:

- Financial reports prepared on time.
- Effectiveness of following the internal control system of the hospital.
- The accuracy and reliability of the financial records.

Performance Appraisal: will be conducted once a year by the line manager.



Republic of Somaliland
Ministry of Health
HRM Tools

Job Title: Cashier

Location: Hospital X

Job Number/CSC reference: W/CXXXX

Salary Grade (CSC scale): B

Short summary of the post: overall handling of hospital daily revenue and appropriate transfer to/from the bank according to the hospital financial policies and procedures.

Detailed list of expected tasks:

- Receives daily income from the fee collectors and secures appropriately.
- Deposits/withdraws cash to/from the hospital bank accounts.
- Safe keeps the stock of cash receipt books and distributes to the fee collectors based on their needs.
- Pays monthly staff salaries.
- Keeps appropriate documentation of in and out of the hospital revenue.
- Any other tasks required by the line manager.

Lines of authority:

- **Works under:** Accountant
- **Supervises:** None
- **Works with:** Fee collectors and hospital administration

Required Qualifications and Experience:

- Minimum of diploma in accounting.
- At least 2 years of working experience in accounting/cashier.

Working terms and conditions (CSC regulation): will be referred to CSC regulation

Future career prospects: will be given to further trainings and will promoted to accountant but depends on successful work performance.

Gender equity: can be male or female.

Specific Outputs:

- Regular saving of daily hospital revenue.
- Regular depositing of hospital revenue to the designated hospital bank accounts.



Republic of Somaliland
Ministry of Health
HRM Tools

- Appropriate documentation for both revenue and expenditures.

Performance indicators:

- Appropriate follow up system.
- Frequency of cash deposits.
- Filling system.
- Supporting documents.
- Accounts for all monies handled.

Performance Appraisal: will be conducted once a year by the line manager.



Republic of Somaliland
Ministry of Health
HRM Tools

Job Title: Fee Collector

Location: Hospital/HC

Job Number/CSC reference: W/CXXXX

Salary Grade (CSC scale): C

Short summary of the post: will be responsible for the overall collection of daily hospital/HC revenue.

Detailed list of expected tasks:

- Collects daily hospital/MCH revenue.
- Follows hospital/MCH financial policies and procedures.
- Documents in adherence of policy to all daily income collected by using receipt book.
- Any other tasks required by the line manager.

Lines of authority:

- **Works under:** Hospital Accountant/MCH team leader
- **Supervises:** None
- **Works with:** cashier/accountant

Required Qualifications and Experience:

- Successful completion of 12 years of basic education.
- Should know basic accounting skills.

Working terms and conditions (CSC regulation): will be referred to CSC regulation.

Future career prospects: will be provided further education and after successful work performance will be promoted within the health system.

Gender equity: can be male or female

Specific Outputs:

- Hospital daily income and cashier report/documentation.
- Proper use of daily cash receipt book.
- Accurate accounting for all monies received.

Performance indicators:

- Number of daily income cash report submitted to the cashier on time.
- Number of cash receipt books used.



Republic of Somaliland
Ministry of Health
HRM Tools

Performance Appraisal: will be conducted once a year by the line manager.

REPUBLIC OF SOMALILAND



Republic of Somaliland
Ministry of Health
HRM Tools

Job Title: Secretary

Location: Hospital

Job Number/CSC reference: W/CXXXX

Salary Grade (CSC scale): C

Short summary of the post: assists the hospital administrator in carrying out his/her duties smoothly (filling system, archive, appointment, venue preparations, and visitor's reception).

Detailed list of expected tasks:

- Handles in and out correspondence of the hospital.
- Maintains administrative archive of the hospital.
- Keeps appointments of the hospital management team.
- Receives and welcomes the visitors.
- Any other tasks required by the line manager.

Lines of authority:

- **Works under:** Hospital Administrator
- **Supervises:** None
- **Works with:** Hospital Management Team

Required Qualifications and Experience:

- Successfully completion of 12 years of basic education.
- Minimum of 1 year working experience of related field.

Working terms and conditions (CSC regulation): will be referred to CSC regulations.

Future career prospects: will be given to further education/training and will be promoted within the health system but depends on successful work performance.

Gender equity: can be female only.

Specific Outputs: Enhanced correspondence and communication and Good office management.

Performance indicators:

- Good office filling system
- Number of correspondence handled as required

Performance Appraisal: will be conducted once a year by the line manager.



Republic of Somaliland
Ministry of Health
HRM Tools

Job Title: Team Leader

Location: Health Centre

Job Number/CSC reference: W/CXXXX

Salary Grade (CSC scale): B

Short summary of the post: responsible for the overall management and supervision of the MCH staff and in a political recognized town, the team leader is the official district health officer. Plans, implements and evaluates district health need within the district catchment area and ensure the promotive, preventive curative-rehabilitative service for the local community. Ensures the availability of management technical guideline for district health service.

Detailed list of expected tasks:

- Prepares the work system.
- Assigns staff according to work loads and qualification.
- Documents staff attendance and continuity of work.
- Organizes relevant meetings in his/her district or health facility for example CHW/TBA, DHC, facilities staff.
- Integrates district health activities with other district development program.
- Liaisons his/her activities with the district major and other governmental (Private and public) institutions.
- Prepares monthly facilities needs as requisitions from RHO stock outs.
- Participates district and regional health micro-plan.
- Participates the implementation of regional health campaigns.
- Mobilizes the community for service utilization preventing diseases and environmental sanitation or health living habits (BCC).
- Monitors regulating day to day activities of health facility team.
- Collects/analyzes data from facilities transforming into report and sharing with relevant stakeholder and field staff.
- Ensures that all health activities and implements in line with national health policy and technical protocols.
- Fills in daily activities work gaps.
- Prepares monthly, quarterly and annual district health reports.
- Plans, implements and evaluates CPD program in collaboration with regional health team and supporting partner.
- Evaluates staff performance twice a year or in line with MOH policy.
- Takes corrective action against discrepancies or deviation from accepted standards. E.g. using CSC regulation, disease outbreak response procedures and etc.



Republic of Somaliland
Ministry of Health
HRM Tools

- Carries out yearly staff appraisals
- Any other tasks required by the line manager.

Lines of authority:

- **Works under:** RMO and district mayor
- **Supervises:** District health staff
- **Works with:** Supporting partners, and CHCs.

Required Qualifications and Experience:

- Completes 3 yrs of SRN/Midwife program preferably has post basic diploma.

Working terms and conditions (CSC regulation): CSC regulations.

Future career prospects: on completing or fulfilling relevant pre-requisite is entitled to: promotion to a higher position and post basic training or BSC or relevant specialization.

Gender equity: can be male or female

Specific Outputs:

- Monthly district/facility comprehensive report.
- Supplies requisition.
- Yearly staff appraisal report.
- District coordination meeting minutes.
- Provision of supportive supervision to the members of the health team.

Performance indicators:

- Specific output product.
- Level of patient/community satisfaction.

Performance Appraisal:

- Will be conducted once a year by the line manager.



**Republic of Somaliland
Ministry of Health
HRM Tools**

Job Title: Regional Polio Officer/Regional Communicable Diseases Control Surveillance Officer (RCDSCO)

Location: RHO

Job Number/CSC reference: W/C XXXX

Salary Grade (CSC scale): B

Short summary of the post:

- Represents national polio eradication programme and communicable diseases control surveillance at regional level.
- Responsible for the surveillance of polio incidence.
- Participates in planning, implementation and evaluation of national polio eradication programme in collaboration with regional team.

Detailed list of expected tasks:

- Supervises the work of DPOs (District Polio Officers).
- Provides technical assistance and support for case investigation identified by DPOs/DFAs.
- Oversees AFP surveillance and measures SIA activities in the region.
- Liaises with local authorities on behalf of polio programme.
- Oversees selection of DFAs, supervisors and vaccinators.
- Coordinates all administrative and logistics requirements for assigned region.
- Compiles and analyses monthly reports before submitting to NPEO.
- Supports all EPI activities within the region.
- Ensures that all field staff clearly understands, and can successfully carry out their specific responsibilities during immunization campaign.
- Any other tasks required by the line manager.

Lines of authority:

- **Works under:** RMO and NPO
- **Supervises:** DPO and DFA and all health facility staff
- **Works with:** other partners

Required Qualifications and Experience:

- Successful completion of 3yrs of basic nursing.
- Post basic diploma of midwifery.

Working terms and conditions (CSC regulation): will be referred to CSC regulations



Republic of Somaliland
Ministry of Health
HRM Tools

Future career prospects: will be given to further education and will be promoted to a higher position but depends on successful work performance.

Gender equity: can be male or female

Specific Outputs:

- Monthly comprehensive regional reports.

Performance indicators:

- Specific output product.
- Achievement of regional variable indicators.

Performance Appraisal:

- Will be conducted once a year by the line manager.



Republic of Somaliland
Ministry of Health
HRM Tools

Job Title: District Polio Officer (DPO)/District Communicable Diseases Control Surveillance Officer (DCDCSO)

Location: District

Job Number/CSC reference: W/CXXXX

Salary Grade (CSC scale): B

Short summary of the post: new polio structure includes DPO/DCDCSO in every district. WHO assists and supports the RPO in implementation of NIDS and AFP/Measles surveillance.

Detailed list of expected tasks:

- Implements activities as per plan
- Maps the entire district and provides regular reports on all activities.
- Ensures appropriate distribution of materials/supplies necessary for each SIA round.
- Selects, trains, supervises and follow ups DFAs.
- Assists RH team in selection and training of vaccinators.
- Ensures timely implementation of social mobilization activities.
- Supervises directly DFAs, Vaccinators during SIA campaign.
- Collects and compiles daily data of SIA.
- Any other tasks required by the line manager.

Lines of authority:

- **Works under:** RPO/RMO
- **Supervises:** DFAs, Vaccinators
- **Works with:** All health workers.

Required Qualifications and Experience: the person should be a qualified nurse or midwife.

Working terms and conditions (CSC regulation): will be referred to CSC regulation.

Future career prospects: will be given to further education and will be promoted to a higher position but depends on successful work performance.

Gender equity: can be male or female.

Specific Outputs:

- Monthly, weekly and ISA reports.
- Supplies requisition SIA.



Republic of Somaliland
Ministry of Health
HRM Tools

Performance indicators:

- Specific output product.
- Achievement of regional variable indicators.

Performance Appraisal: will be conducted once a year by the line manager.

REPUBLIC OF SOMALILAND



Republic of Somaliland
Ministry of Health
HRM Tools

Job Title: DFA

Location:

Job Number/CSC reference: W/CXXXX

Salary Grade (CSC scale): B

Short summary of the post:

Detailed list of expected tasks:

- Trains vaccinators.
- Assists vaccinators in identifying the local area assignment.
- Supervises the vaccinators during SIA.
- Assists social mobilizers in community awareness.
- Ensures that all supplies are complete.
- Responsible to return all material and supplies.
- Collects daily SIA data in his/her district.
- Any other tasks required by the line manager.

Lines of authority:

- **Works under:** DPO, RPO, RMO
- **Supervises:** Vaccinators/Social Mobilizers
- **Works with:** all health workers.

Required Qualifications and Experience:

- The person should be a qualified nurse or trained Auxiliary nurse.

Working terms and conditions (CSC regulation): will be referred to CSC regulations

Future career prospects: will be given to further trainings and will be promoted within the health system.

Gender equity: can be male or female

Specific Outputs:

- Collection of SIA data
- Returning of all supplies and materials

Performance indicators:



Republic of Somaliland
Ministry of Health
HRM Tools

- Specific output product.
- Achievement of variable indicators.

Performance Appraisal: will be conducted in once a year by the line manager.

REPUBLIC OF SOMALILAND



**Republic of Somaliland
Ministry of Health
HRM Tools**

Job Title: Ambulance Driver

Location: Hospital, RHC

Job Number/CSC reference: W/CXXXX

Salary Grade: C

Short summary of the post: provides save and prompt ambulance service for emergencies.

Detailed list of expected tasks:

- Drives ambulance to transport sick, injured, or convalescent persons: Places patients on stretcher and loads stretcher into ambulance, usually with help of AMBULANCE ATTENDANT
- Maintains vehicle condition well including tyres and etc.
- Maintains sufficient fuel regularly
- Will be on call for emergency
- Transports sick or injured patients to the hospital
- If requested can drive other hospital vehicles to transport from and to work on daily
- Do any other duties related to hospital transportation.
- Cleans and disinfects the ambulance after use to prevent nosocomial infection transmission.
- Any other tasks required by the line manager.

Lines of authority:

Works under: Hospital Administrator

Supervises:

Works with: Hospital staff

Required Qualifications and Experience:

- Have basic education
- Experience as a driver for at least 1-2yrs.
- Was working as hospital ambulance driver or any related post for three years
- Has valid driving license

Working terms and conditions: will be referred to CSC regulation

Future career prospects:

- Will be given an appropriate training and be promoted within the health system

Gender equity: can be male only



Republic of Somaliland
Ministry of Health
HRM Tools

Specific Outputs:

- Well maintenance of the vehicle condition
- Completes each activity on time
- Available on emergency calls

Performance indicators:

- Condition of the vehicle
- Number of patients taken to the hospital by using the ambulance/allocated vehicle
- Punctuality

Performance Appraisal:

Will be conducted once a year by the line manager



Republic of Somaliland
Ministry of Health
HRM Tools

Job Title: Cleaner

Location: Hospital/Health Centre/RHC

Job Number/CSC reference: W/CXXXX

Salary Grade: D

Short summary of the post: responsible for the overall cleanness of the assigned ward or unit/facility.

Detailed list of expected tasks:

- Properly dresses to safeguard her/his health and that of the client.(no gold wearing and loose dragging cloths).
- Uses properly safety precautions protective materials and equipment to safe-guard her/his health and that of the patient based on universal precautions.
- Cleans ward and facility environment.
- According to shift, regularly cleans :-
 - e. Ward toilet.
 - f. Toilet equipments e.g bed pans, urinals sputum mugs etc.
 - g. Ward floors.
 - h. Patients' bed unit.
- Disposes biological and liquid wastes properly inline with hospital/facility premises safety precaution manual.
- Inspects regularly drainage and water pipe leaks, electric dysfunctions etc. to administration, cleaners' foreman, in-charge nurse etc.
- Any other tasks required by the line manager.

Lines of authority:

Works under: Ward in charge/Team Leader

Supervises: None

Works with: Facility team and patients.

Required Qualifications and Experience:

- Reads and writes Somali.
- Knowledge of safety precautions and infection control practices (for which training will be given).
- Physically and mentally healthy.

Working terms and conditions (CSC regulation): will be referred to CSC regulation



Republic of Somaliland
Ministry of Health
HRM Tools

Future career prospects: will be given to appropriate trainings and will be promoted within the health system

Gender equity: can be male or female

Specific Outputs:

- Overall clean facility such as wards, toilets, beds and etc.

Performance indicators:

- The level of cleanness
- Attendance sheet
- Patient satisfaction in cleanliness of ward or facility.

Performance Appraisal:

Will be conducted once a year by the line manager



Republic of Somaliland
Ministry of Health
HRM Tools

Job Title: Cook

Location: Hospital

Job Number/CSC reference: W/CXXXX

Salary Grade: C

Short summary of the post: To provide quality meals for patients & care takers in accordance with hospital hygiene rules & protocols

Detailed list of expected tasks:

- Checking the maintenance of kitchen material on a daily basis
- Signaling any deteriorating or missing objects to supervisor
- Controlling the cleanliness of material before the preparation of each meal
- Preparing the meals at a specified time and according to the number of patients
- Cleaning kitchen and all kitchen equipment utensils
- Keeping the kitchen and washing area impeccably clean
- Monitoring the availability of water in the kitchen
- Managing the food stock in an organized manner
- Ensuring correct food storage conditions
- Managing the stock of wood, or gas.
- Has the knowledge of preparing specific food/diets.
- Any other tasks required by the line manager.

Lines of authority:

Works under: Hospital Administrator

Supervises: None

Works with: other cooks and other staff of the hospital

Required Qualifications and Experience:

- Relevant work experience as a cook
- Physically fit and able to perform duties;
- Satisfactory level of Somali language skills
- Good communication and team management skills.

Working terms and conditions (CSC regulation): will be referred to CSC regulation

Future career prospects: will be given appropriate trainings and will be promoted within the health system but depends on work performance.



Republic of Somaliland
Ministry of Health
HRM Tools

Gender equity: can be male or female

Specific Outputs:

- Meals cooked and served on time
- Clean cooking equipment/materials (Utensils)
- The cook working in a clean kitchen
- Maintained food storage conditions
- No outbreak of food poisoning

Performance indicators:

- Number of patients taken meals from the kitchen
- The quality of the cooked food
- Lack of outbreaks of food poisoning
- Attendance sheets

Performance Appraisal: will be conducted once a year by the line manager



Republic of Somaliland
Ministry of Health
HRM Tools

Job Title: Watchman

Location: Hospital/Health centre/PHC/PHU

Job Number/CSC reference: W/CXXXX

Salary Grade: D

Short summary of the post: He must be aware and undertake his responsibilities in a careful manner, ensure that all offices/room are secure and make handover to the colleagues when the he finishes his duty.

Detailed list of expected tasks:

- Remain on the assigned site to maintain constant vigilance
- Ensure that no unauthorized personnel enter into the hospital/health centre
- Patrol the site at least twice an hour
- Maintain the names of any authorized personnel making deliveries or visiting site during the course of a shift
- Maintain a log of any other event occurring during the course of a shift
- Ensure the site access area of the worksite is kept tidy
- Ensure that no hospital furnishings or equipment are removed by unauthorized persons
- Ensure safety of patients and staff
- Any other tasks required by the line manager.

Lines of authority:

Works under: Hospital Administrator

Supervises:

Works with: other staff of the hospital/health centre

Required Qualifications and Experience:

- Relevant work experience as a watchman
- Physically fit and able to perform duties;
- Satisfactory level of Somali language skills
- Good communication skills.

Working terms and conditions (CSC regulation): will be referred to CSC regulation

Future career prospects: will be given appropriate trainings and will be promoted within the health system but depends on work performance.



Republic of Somaliland
Ministry of Health
HRM Tools

Gender equity: can be male only.

Specific Outputs:

- Well maintenance of the security of the assigned place.
- Unauthorized persons should not into the place.

Performance indicators:

- The tidiness of the access site
- Attendance sheet
- Non loss of furnishings and equipment
- Lack of security incidents for patients and staff

Performance Appraisal: will be conducted once a year by your line manager



Republic of Somaliland
Ministry of Health
HRM Tools

Official MOH Facilities' Attendance Sheets

MINISTRY OF HEALTH

Primary Health Unit Name/Health Centre Name: _____

Region: _____

District: _____

Sub district/village: _____

Date: _____

Daily Time Sheet

Section	Name	Title	Time In	Sign	Time Out	Sign	No of Worked Hrs/day

Prepared & controlled by:

Name:

Title: PHU manager/Team leader
Officer

Sign: _____

Approved by:

Name:

Title: Regional Health

Sign: _____



**Republic of Somaliland
Ministry of Health
HRM Tools**

Name of Hospital: _____

Region: _____

District: _____

Sub district/village: _____

Administration and Finance Department

Date: _____

No	Name	Title	Time In	Sign	Time Out	Sign	No. of Worked Hrs/day
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

Prepared by:

Name:

Title: Ward Incharge

Sign: _____

Controlled by:

Name:

Title: Hospital Matron

Sign: _____

Approved by:

Name:

Title: H. Administrator

Sign: _____



**Republic of Somaliland
Ministry of Health
HRM Tools**

Name of Hospital: _____

Region: _____

District: _____

Sub district/village: _____

Mental Hospital

Date: _____

No	Name	Title	Time In	Sign	Time Out	Sign	No. of Worked Hrs/day
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

Prepared by:

Name:

Title: Ward Incharge

Sign: _____

Controlled by:

Name:

Title: Hospital Matron

Sign: _____

Approved by:

Name:

Title: H. Administrator

Sign: _____



**Republic of Somaliland
Ministry of Health
HRM Tools**

Name of Hospital: _____

Region: _____

District: _____

Sub district/village: _____

Pediatric Ward

Date: _____

No	Name	Title	Time In	Sign	Time Out	Sign	No. of Worked Hrs/day
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

Prepared by:

Name:

Title: Ward Incharge

Sign: _____

Controlled by:

Name:

Title: Hospital Matron

Sign: _____

Approved by:

Name:

Title: H. Administrator

Sign: _____



**Republic of Somaliland
Ministry of Health
HRM Tools**

Name of Hospital: _____

Region: _____

District: _____

Sub district/village: _____

Male Surgical Ward

Date: _____

No	Name	Title	Time In	Sign	Time Out	Sign	No. of Worked Hrs/day
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

Prepared by:

Name:

Title: Ward Incharge

Sign: _____

Controlled by:

Name:

Title: Hospital Matron

Sign: _____

Approved by:

Name:

Title: H. Administrator

Sign: _____



**Republic of Somaliland
Ministry of Health
HRM Tools**

Name of Hospital: _____

Region: _____

District: _____

Sub district/village: _____

Female Surgical Ward

Date: _____

No	Name	Title	Time In	Sign	Time Out	Sign	No. of Worked Hrs/day
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

Prepared by:

Name:

Title: Ward Incharge

Sign: _____

Controlled by:

Name:

Title: Hospital Matron

Sign: _____

Approved by:

Name:

Title: H. Administrator

Sign: _____



**Republic of Somaliland
Ministry of Health
HRM Tools**

Name of Hospital: _____

Region: _____

District: _____

Sub district/village: _____

Male Medical Ward

Date: _____

No	Name	Title	Time In	Sign	Time Out	Sign	No. of Worked Hrs/day
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

Prepared by:

Name:

Title: Ward Incharge

Sign: _____

Controlled by:

Name:

Title: Hospital Matron

Sign: _____

Approved by:

Name:

Title: H. Administrator

Sign: _____



**Republic of Somaliland
Ministry of Health
HRM Tools**

Name of Hospital: _____

Region: _____

District: _____

Sub district/village: _____

Female Medical Ward

Date: _____

No	Name	Title	Time In	Sign	Time Out	Sign	No. of Worked Hrs/day
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

Prepared by:

Name:

Title: Ward Incharge

Sign: _____

Controlled by:

Name:

Title: Hospital Matron

Sign: _____

Approved by:

Name:

Title: H. Administrator

Sign: _____



**Republic of Somaliland
Ministry of Health
HRM Tools**

Name of Hospital: _____

Region: _____

District: _____

Sub district/village: _____

Operation Theatre

Date: _____

No	Name	Title	Time In	Sign	Time Out	Sign	No. of Worked Hrs/day
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

Prepared by:

Name:

Title: Ward Incharge

Sign: _____

Controlled by:

Name:

Title: Hospital Matron

Sign: _____

Approved by:

Name:

Title: H. Administrator

Sign: _____



**Republic of Somaliland
Ministry of Health
HRM Tools**

Name of Hospital: _____

Region: _____

District: _____

Sub district/village: _____

Maternity Ward

Date: _____

No	Name	Title	Time In	Sign	Time Out	Sign	No. of Worked Hrs/day
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

Prepared by:

Name:

Title: Ward Incharge

Sign: _____

Controlled by:

Name:

Title: Hospital Matron

Sign: _____

Approved by:

Name:

Title: H. Administrator

Sign: _____



**Republic of Somaliland
Ministry of Health
HRM Tools**

Name of Hospital: _____

Region: _____

District: _____

Sub district/village: _____

Gynecology Ward

Date: _____

No	Name	Title	Time In	Sign	Time Out	Sign	No. of Worked Hrs/day
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

Prepared by:

Name:

Title: Ward Incharge

Sign: _____

Controlled by:

Name:

Title: Hospital Matron

Sign: _____

Approved by:

Name:

Title: H. Administrator

Sign: _____



**Republic of Somaliland
Ministry of Health
HRM Tools**

Name of Hospital: _____

Region: _____

District: _____

Sub district/village: _____

TB Section

Date: _____

No	Name	Title	Time In	Sign	Time Out	Sign	No. of Worked Hrs/day
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

Prepared by:

Name:

Title: Ward Incharge

Sign: _____

Controlled by:

Name:

Title: Hospital Matron

Sign: _____

Approved by:

Name:

Title: H. Administrator

Sign: _____



**Republic of Somaliland
Ministry of Health
HRM Tools**

Name of Hospital _____

Region: _____

District: _____

Sub district/village: _____

VCT section

Date: _____

No	Name	Title	Time In	Sign	Time Out	Sign	No. of Worked Hrs/day
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

Prepared by:

Name:

Title: Ward Incharge

Sign: _____

Controlled by:

Name:

Title: Hospital Matron

Sign: _____

Approved by:

Name:

Title: H. Administrator

Sign: _____



**Republic of Somaliland
Ministry of Health
HRM Tools**

Name of Hospital: _____

Region: _____

District: _____

Sub district/village: _____

Laboratory section

Date: _____

No	Name	Title	Time In	Sign	Time Out	Sign	No. of Worked Hrs/day
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

Prepared by:

Name:

Title: Ward Incharge

Sign: _____

Controlled by:

Name:

Title: Hospital Matron

Sign: _____

Approved by:

Name:

Title: H. Administrator

Sign: _____