



REPUBLIC OF KENYA

Scheme of Service
for
Health Promotion Personnel

November, 2013

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

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Scheme of Service

for

Health Promotion Personnel

REPUBLIC OF KENYA



THE PRESIDENCY
MINISTRY OF DEVOLUTION AND PLANNING

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Date: 15th January, 2014

The Principal Secretary
Ministry of Health
NAIROBI

SCHEME OF SERVICE FOR HEALTH PROMOTION PERSONNEL

I am pleased to inform you that the Scheme of Service for Health Promotion Personnel which forms an appendix to this letter has been finalized and is ready for implementation with effect from 28th November, 2013.

The Scheme establishes six (6) grades of Assistant Health Promotion Officers and nine (9) grades of Health Promotion Officers and provides clear and concise job descriptions and specifications at all levels within the grading structure. Provision of these details will no doubt greatly assist in the recruitment, deployment, retention and general development of the Health Promotion Personnel.

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

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

Juster Nkoroi, EBS
PRINCIPAL ADMINISTRATIVE SECRETARY

Copy to: **The Secretary**
Public Service Commission of Kenya
NAIROBI

1. AIMS AND OBJECTIVES

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

2. ADMINISTRATION AND TRAINING SCOPE

(a) Responsibility for Administration

The scheme of service will be administered by the Principal Secretary responsible for Public Health and Sanitation in conjunction with the Public Service Commission of Kenya. In administering the scheme the Principal Secretary will ensure that its provisions are strictly observed for fair and equitable treatment of staff, and that officers are confirmed in their appointment on successful completion of their probation period. However, in order to maintain standards in the profession, the provisions of the scheme may be applied by the County Governments as appropriate.

(b) Training Scope

In administering the Scheme, the Principal Secretary will ensure that appropriate induction/training opportunities and facilities are provided to assist serving officers acquire the necessary additional qualifications/specialization and experience required for both efficient performance of their duties and advancement within the Scheme of Service. Officers should also be encouraged to undertake relevant training privately for self development. In all matters of training however, the Principal

Secretary administering the scheme will consult with the Public Service Commission of Kenya.

3. HEALTH PROMOTION FUNCTION

The Health Promotion function involves: formulation and review of national health promotion policies, standards and guidelines; development and advocacy of policies and strategies that promote and protect health; provision of professional advice and guidance on health promotion matters; development of standards and guidelines for health promotion training and practice; promotion of health literacy and healthy behaviours through information, education and communication; advocacy and fostering partnerships and collaboration to advance health promotion agenda; assessment of the impact of health promotion on behaviour change; research on determinants of health; generation and documentation of quantitative and qualitative evidence for application in health promotion programs and policies; strengthening initiatives that promote and enhance community empowerment and participation in health promotion and development; reorientation of health services towards preventive and promotive health; advocacy for increased recognition and support for preventive and promotive health services; support organizations and institutions to build healthy social and physical environments that facilitate health promotion; coordinate health promotion interventions at all levels; and monitor and evaluation of health promotion programs and activities.

4. GRADING STRUCTURE AND SCOPE

- (a) The Scheme of Service establishes six (6) grades of Assistant Health Promotion Officers and nine (9) grades of Health Promotion Officers who will be designated and graded as follows:

ASSISTANT HEALTH PROMOTION OFFICERS	APPENDIX 'A'
Designation	Job Group
Assistant Health Promotion Officer III	'H'
Assistant Health Promotion Officer II	'J'
Assistant Health Promotion Officer I	'K'
Senior Assistant Health Promotion Officer	'L'
Chief Assistant Health Promotion Officer	'M'
Principal Assistant Health Promotion Officer	'N'

HEALTH PROMOTION OFFICERS**APPENDIX 'B'****Designation****Job Group**

Health Promotion Officer I	'K'
Senior Health Promotion Officer	'L'
Chief Health Promotion Officer	'M'
Principal Health Promotion Officer	'N'
Assistant Director, Health Promotion	'P'
Senior Assistant Director, Health Promotion	'Q'
Deputy Director, Health Promotion	'R'
Director, Health Promotion	'S'

(b) Conversion to the New Grading Structure

Serving officers will adopt and convert to the new grading structure and designations as follows:

ASSISTANT HEALTH PROMOTION OFFICERS**APPENDIX 'A'**

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

HEALTH PROMOTION OFFICERS**APPENDIX 'B'**

Present Designation	Job Group	New Designation	Job Group
Health Education Officer II	'J'	-----	----
Health Education Officer I	'K'	Health Promotion Officer I	'K'
Senior Health Education Officer	'L'	Senior Health Promotion Officer	'L'

Deputy Chief Health Education Officer	'M'	Chief Health Promotion Officer	'M'
Chief Health Education Officer	'N'	Principal Health Promotion Officer	'N'
-	-	Assistant Director, Health Promotion Officer	'P'
-	-	Senior Assistant Director, Health Promotion	'Q'
-	-	Deputy Director, Health Promotion	'R'
-	-	Director, Health Promotion	'S'

Note

- (i) *The grades of Assistant Health Promotion Officer III/II/I/Senior, Job Groups 'H/J/K/L' for Diploma holders, Health Promotion Officer I/Senior/Chief/Principal, Job Groups "K/L/M/N" for general degree holders and Health Promotion Officer I/Senior/Chief/Principal, Job Groups 'K/L/M/N' for professional degree holders in a health related field will form a common establishment for the purpose of this scheme of service.*
- (ii) *Serving officers deployed in the department will convert appropriately to the new grading structure and designations but for advancement to higher grades they must have the minimum qualifications stipulated in the scheme of service at every grade*

(c) Serving Officers

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

5. PROVISION OF POSTS

A Scheme of Service does not constitute authority for creation of post(s). Any additional posts required under the new grading structure must be included in the establishment proposals for consideration and approval by the Public Service Commission of Kenya.

6. ENTRY INTO THE SCHEME OF SERVICE

(a) Direct Appointment

Direct appointment will normally be made in the grades of Assistant Health Promotion Officer III, Job Group 'H', Health Promotion Officer II, Job Group 'J' and Health Promotion Officer I, Job Group 'K'. In exceptional cases, however, direct appointment may be made beyond these grades by the Public Service Commission of Kenya on the recommendation of the Principal Secretary responsible for Public Health and Sanitation, provided the candidate is in possession of the necessary qualifications and/or experience required for appointment to the grade.

(b) Incremental Credit

Incremental credit(s) for approved experience acquired after obtaining the prescribed minimum qualifications for the grade may be awarded at the rate of one (1) increment for each year of approved experience provided that the maximum of the scale is not exceeded. In granting incremental credit(s), any period of service or experience stipulated as a basic requirement for appointment to a particular grade will be excluded.

7. ADVANCEMENT WITHIN THE SCHEME

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

- (i) existence of a vacancy in the authorized establishment;
- (ii) merit and ability as reflected in work performance and results; and
- (iii) approval of the Public Service Commission of Kenya

8. RECOGNIZED QUALIFICATIONS

The following are the recognized qualifications for the purpose of this scheme of service;

- (i) Diploma in Health Promotion and Education from a recognized training institution;
- (ii) Higher Diploma in Health Promotion and Education from a recognized training institution;

- (iii) Bachelor's degree in Health Promotion and Education from a recognized institution;
- (iv) Bachelor's degree in any of the following disciplines: Health Communication, Community Health, Medical Anthropology, Sociology or its equivalent qualification from a recognized institution;
- (v) Master's Degree in Health Education and Promotion, Public Health, Health Communication, Community Health and Development or any other relevant qualification from a recognized institution;
- (vi) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;
- (vii) Certificate in Management Course lasting not less than four (4) weeks from a recognized institution;
- (viii) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- (ix) Certificate in Strategic leadership Development Course lasting not less than six (6) weeks from a recognized institution;
- (x) Certificate in computer application skills from a recognized institution;
- (xi) Such other qualifications as may be adjudged equivalent and relevant by the Public Service Commission of Kenya.

9. IMPLEMENTATION OF THE SCHEME OF SERVICE

The scheme of service will become operational with effect from 28th November, 2013. On implementation, all serving officers will automatically become members of the scheme.

10. JOB AND APPOINTMENT SPECIFICATIONS

I. HEALTH PROMOTION ASSISTANT III, JOB GROUP 'H'

(a) Duties and Responsibilities

This is the entry and training grade into the Assistant Health Promotion Officer's cadre. An officer at this level will work under the guidance of an

experienced officer and will be responsible for the implementation of the community health promotion projects, programmes and activities which include:- working with the community in identifying and prioritizing health needs; conducting school health promotion programs; conducting patient and community health education; creating awareness on prevention and control of diseases; providing support to community health workers; carrying out training for community health workers on health promotion; mobilizing and educating community groups on priority health promotion issues; developing and disseminating health information and materials; and mobilizing local resources for implementation of health promotion programs.

(b) Requirements for Appointment

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

- (i) Diploma in Health Promotion and Education from a recognized training institution; and
- (ii) Certificate in computer application skills from a recognized institution.

II. HEALTH PROMOTION ASSISTANT II, JOB GROUP 'J'

(a) Duties and Responsibilities

An officer at this level will be responsible for the implementation of the community health promotion projects, programmes and activities which include: working with the community in identifying and prioritizing health needs; conducting school health promotion programs; conducting patient and community health education; steering health promotion activities at the health facilities; sensitizing the community on health promotion interventions; creating awareness on prevention and control of diseases; carrying out training for community health workers on health promotion; mobilizing and educating community groups on priority health promotion issues; developing and disseminating health information/education and materials; and mobilizing local resources for implementation of health promotion programs.

(b) Requirements for Appointment

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

- (i) served in the grade of Health Promotion Assistant III for a minimum period of three (3) years;

- (ii) Diploma in Health Promotion and Education from a recognized training institution;
- (iii) certificate in computer application skills from a recognized institution; and
- (iv) shown merit and ability as reflected in work performance and results.

III. HEALTH PROMOTION ASSISTANT-I, JOB GROUP 'K'

(a) Duties and Responsibilities

An officer at this level will be responsible for the implementation of the community health promotion projects, programmes and activities which include:- working with the community in identifying and prioritizing health needs; assessing school health promotion programmes; assessing patient and community health education activities; steering health promotion activities at the health facilities; creating awareness on prevention and control of diseases; training community health extension workers on health promotion; organizing shows and exhibitions; mobilizing and educating community groups on priority health promotion issues; developing and disseminating health information/education and materials; and mobilizing local resources for implementation of health promotion programs.

(b) Requirements for Appointment

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

- (i) served in the grade of Health Promotion Assistant II for a minimum period of three (3) years;
- (ii) Diploma in Health Promotion and Education from a recognized training institution;
- (iii) certificate in computer application skills from a recognized institution; and
- (iv) shown merit and ability as reflected in work performance and results.

IV. SENIOR HEALTH PROMOTION ASSISTANT, JOB GROUP 'L'

(a) Duties and Responsibilities

An officer at this level will be responsible for the implementation of health promotion projects, programmes and activities in their area of jurisdiction. Specific duties and responsibilities will include: identifying and prioritizing health needs; assessing school health promotion programmes; assessing patient and community health education activities; steering health promotion activities at the health facilities; facilitating sensitization of the community on health promotion interventions; creating awareness on prevention and control of diseases; training community health extension workers on health promotion; organizing shows and exhibitions; mobilizing and educating community groups on priority health promotion issues; developing and disseminating health information/education and materials; preparing Health Operational Plans (HOP); and mobilizing local resources for implementation of health promotion programs.

(b) Requirements for Appointment

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

- (i) served in the grade of Health Promotion Assistant I for a minimum period of three (3) years;
- (ii) Diploma in Health Promotion and Education from a recognized training institution;
- (iii) certificate in computer application skills from a recognized institution; and
- (iv) shown merit and ability as reflected in work performance and results.

V. CHIEF HEALTH PROMOTION ASSISTANT, JOB GROUP 'M'

(a) Duties and Responsibilities

An officer at this level will be responsible for the implementation of health promotion projects, programmes and activities in their area of jurisdiction. Specific duties and responsibilities will include:- identifying and prioritizing health needs; conducting health needs assessments and other health surveys; compiling and consolidating Health Operational Plans (HOP); coordinating health promotion activities in their area of jurisdiction; facilitating sensitization of the community on health promotion interventions;

developing and disseminating health information/education and materials; creating awareness on prevention and control of diseases; training community health extension workers on health promotion; mobilizing and educating community groups on priority health promotion issues; preparing Health Operational Plans (HOP); mobilizing local resources for implementation of health promotion programs; and organizing shows and exhibitions.

(b) Requirements for Appointment

For appointment in this grade an officer must have: -

- (i) served in the grade of Senior Health Promotion Assistant for a minimum period of three (3) years;
- (ii) Diploma in Health Promotion and Education from a recognized training institution
- (iii) Certificate in Supervisory skills Course lasting not less than two (2) weeks from a recognized institution;
- (iv) certificate in computer application skills from a recognized institution; and
- (v) shown merit and ability as reflected in work performance and results.

VI. PRINCIPAL HEALTH PROMOTION ASSISTANT, JOB GROUP 'N'

(a) Duties and Responsibilities

This is the highest grade in the Health Promotion Assistant's cadre. An officer at this level will be responsible for the implementation of health promotion projects, programmes and activities in their area of jurisdiction where duties and responsibilities will include:- conducting health needs assessments and other health surveys; participating in policy and strategy development; compiling and consolidating Health Operational Plans (HOP); coordinating public health awareness through shows, exhibitions, media and other relevant fora; facilitating sensitization of the community on health promotion interventions; developing and disseminating health information/education and materials; creating awareness on prevention and control of diseases; training community health extension workers on health promotion; mobilizing resources for implementation of health promotion programs; and coaching and mentoring of staff.

(b) Requirements for Appointment

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

- (i) served in the grade of Chief Health Promotion Assistant for a minimum period of three years;
- (ii) Diploma in Health Promotion and Education from a recognized training institution;
- (iii) Certificate in Management Course lasting not less than four (4) weeks from a recognized institution;
- (iv) certificate in computer application skills from a recognized institution; and
- (v) shown merit and ability as reflected in work performance and results.

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

This is the entry grade into the Health Promotion Officer's cadre for degree holders. An officer at this level will work under the guidance of an experienced officer and will be responsible for the implementation of the community health promotion projects, programmes and activities which include: collecting data for research on health promotion; developing and implementing Health Operational Plans (HOP); carrying out Health Promotion Stakeholder Mapping in the community; developing and disseminating health information/education and materials; steering health promotion activities in health facilities; creating awareness on prevention and control of diseases; training community health extension workers on health promotion; mobilizing and educating community groups on priority health promotion issues; mobilizing local resources for implementation of health promotion programs; organizing shows and exhibitions; and compiling and disseminating district health promotion reports.

(b) Requirements for Appointment

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

- (i) Bachelor's degree in Health Promotion and Education from a recognized institution;

OR

Bachelor's degree in any of the following disciplines: Health Communication, Community Health, Medical Anthropology or Sociology from a recognized institution **plus** a Diploma in Health Promotion and Education from a recognized institution; and

- (ii) certificate in Computer application skills from a recognized institution.

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

An officer at this level will be responsible for the implementation of health promotion projects, programmes and activities in their areas of jurisdiction. Specific duties and responsibilities will include: collecting data for research on health promotion; developing and implementing Health Operational Plans;

(HOP); developing and disseminating health information/education and materials; steering health promotion activities in health facilities; creating awareness on prevention and control of diseases; training community health extension workers on health promotion; mobilizing and educating community groups on priority health promotion issues; mobilizing local resources for implementation of health promotion programs; organizing shows and exhibitions; compiling and disseminating health promotion reports; liaising with stakeholders and other government agencies to promote health; and advocating for good health.

(b) Requirements for Appointment

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

- (i) served in the grade of Health Promotion Officer I for a minimum period of three (3) years;
- (ii) Bachelor's degree in Health Promotion and Education from a recognized institution;

OR

Bachelor's degree in any of the following disciplines: Health Communication, Community Health, Medical Anthropology or Sociology from a recognized institution **plus** a Diploma in Health Promotion and Education from a recognized institution;

- (iii) certificate in Computer application skills from a recognized institution; and
- (iv) shown merit and ability as reflected in work performance and results.

III. CHIEF HEALTH PROMOTION OFFICER JOB GROUP 'M'

(a) Duties and Responsibilities

Duties and responsibilities at this level will include:- implementing health promotion programmes, projects and activities; analyzing data for research on health promotion; engaging stakeholders and other government agencies in the area of jurisdiction to promote health; monitoring quality of health messages for dissemination by media to the public; compiling and disseminating health promotion reports; coordinating training for community extension workers on health promotion; organizing shows and exhibitions on health promotion; creating awareness on prevention and control of diseases; compiling and consolidating Health Operational Plans (HOP); working with

health teams to coordinate training activities in health promotion; developing and disseminating health education/promotion materials; mobilizing and educating community groups on priority health promotion issues; mobilizing local resources for implementation of health promotion programs; and coaching and mentoring of staff.

(b) Requirements for Appointment

For appointment to this grade an officer must have: -

(i) served in the grade of Senior Health Promotion Officer for a minimum period of three (3) years;

(i) Bachelor's degree in Health Promotion and Education from a recognized institution;

OR

Bachelor's degree in any of the following disciplines: Health Communication, Community Health, Medical Anthropology or Sociology from a recognized institution plus a Diploma in Health Promotion and Education from a recognized institution;

(ii) certificate in Computer application skills from a recognized institution; and

(iii) shown merit and ability as reflected in work performance and results.

IV. PRINCIPAL HEALTH PROMOTION OFFICER JOB GROUP 'N'

(a) Duties and Responsibilities

Duties and responsibilities at this level will include:- implementing health promotion programmes, projects and activities; liaising with stakeholders and other government agencies in promoting health; compiling and disseminating health promotion reports; coordinating training for community extension workers on health promotion; carrying out research to inform health promotion interventions; compiling and consolidating Health Operational Plans (HOP); working with health teams to facilitate training activities in health promotion; engaging the media on health awareness; monitoring development and dissemination of health messages and education materials; mobilizing local resources for implementation of health promotion programs; and coaching and mentoring of staff.

(b) Requirements for Appointment

For appointment to this grade an officer must have: -

- (i) served in the grade of Chief Health Promotion Officer for a minimum period of three (3) years;
- (ii) Bachelor's degree in Health Promotion and Education from a recognized institution;

OR

Bachelor's degree in any of the following disciplines: Health Communication, Community Health, Medical Anthropology or Sociology from a recognized institution **plus** a Diploma in Health Promotion and Education from a recognized institution;
- (iii) certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- (iv) certificate in Computer application skills from a recognized institution; and
- (v) shown merit and ability as reflected in work performance and results.

V. ASSISTANT DIRECTOR, HEALTH PROMOTION, JOB GROUP 'P'

(a) Duties and Responsibilities

Duties and responsibilities at this level will include:- developing of health promotion policies and strategies in liaison with other stakeholders; monitoring and evaluating health promotion programmes, projects and activities; monitoring and evaluating training programmes for health promotion; coordinating the vetting of health education/promotion information and materials; compiling and consolidating Health Operational Plans (HOP); undertaking research and writing reports on community issues that affect health promotion; coordinating implementation of health promotion programmes and projects; developing and reviewing training curricular on health promotion; mobilizing resources for implementation of health promotion programs and projects; and coaching and mentoring of staff.

(b) Requirements for Appointment

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

- (i) served in the grade of Principal Health Promotion Officer for a minimum period of three (3) years;
- (ii) Bachelor's degree in any of the following disciplines: Health Education and Promotion, Health Communication, Community Health, Medical Anthropology or Sociology from a recognized institution;
- (iii) Masters Degree in Health Education and Promotion, Public Health, Health Communication, Community Health and Development from a recognized institution;
- (iv) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- (v) certificate in computer application skills from a recognized institution; and
- (vi) demonstrated professional competence and managerial capability as reflected in work performance and results.

**VI. SENIOR ASSISTANT DIRECTOR, HEALTH PROMOTION
JOB GROUP 'Q'**

(a) Duties and Responsibilities

Duties and responsibilities at this level will include:- developing and implementing health promotion policies and procedures; planning and designing health promotion programs and projects; identifying underlying determinants of health; mobilizing resources in support of health promotion activities; developing and reviewing training curricular for health promotion; undertaking research in health promotion; identifying partners and fostering collaboration in support of health promotion agenda; ensuring proper development and dissemination of health promotion materials and information; coordinating the development of Health Operational Plans (HOP); preparing strategic/work plans for the health promotion department; and coaching and mentoring of staff.

(b) Requirement for Appointment

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

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

- (ii) Bachelor's degree in any of the following disciplines: Health Education and Promotion, Health Communication, Community Health, Medical Anthropology or Sociology from a recognized institution;
- (iii) Masters Degree in Health Education and Promotion, Public Health, Health Communication, Community Health and Development from a recognized institution;
- (vi) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- (v) certificate in computer application skills from a recognized institution; and
- (vi) shown outstanding professional competence and administrative capability in the general organization and management of the Health Promotion function.

VII. DEPUTY DIRECTOR, HEALTH PROMOTION JOB GROUP 'R'

(a) Duties and Responsibilities

An officer at this level will be responsible to the Director, Health Promotion for the following duties and responsibilities:- developing and implementing health promotion policies and procedures; interpreting health promotion policies and procedures; developing health promotion standards and guidelines; planning and budgeting for health promotion programs and projects; facilitating partnerships and fostering collaboration in support of health promotion agenda; undertaking research and preparing reports on health promotion; spearheading the development of Health Operational Plans (HOP); identifying partners and fostering collaboration in support of health promotion agenda; overseeing proper development and review of health promotion materials, information and curricular; coordinating preparation of strategic/work plans for the health promotion department; and capacity building.

(b) Requirements for Appointment

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

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

Education and Promotion, Health Communication, Community Health, Medical Anthropology or Sociology from a recognized institution;

- (ii) Masters Degree in Health Education and Promotion, Public Health, Health Communication, Community Health and Development from a recognized institution;
- (iii) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- (iv) certificate in Computer Application skills from a recognized institution; and
- (iii) shown outstanding professional competence and administrative capability and initiative in the general organization and management of the Health Promotion function.

VIII. DIRECTOR, HEALTH PROMOTION, JOB GROUP 'S'

(a) Duties and Responsibilities

The Director, Health Promotion will be responsible to the Principal Secretary responsible for Public Health and Sanitation for coordination of all the activities in the Health Promotion Department. Specific duties and responsibilities will include:- formulating, implementing, interpreting and reviewing of health promotion policies, procedures, standards and guidelines; mobilizing resources and fostering collaboration and partnerships with bilateral and multilateral agencies in support of health promotion programmes; providing leadership and strategic direction in the management of health promotion function; championing health promotion agenda; offering technical advice on health promotion matters; spearheading research in health promotion, trends and other emerging issues; inculcating innovation and modern technology in the provision of public health services; planning, monitoring and evaluation of health promotion programmes; budgeting for the health promotion department; and managing performance and capacity building for the department.

(b) Requirements for Appointment

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

- (i) served in the grade of Deputy Director, Health Promotion for a minimum period of three (3) years;
- (ii) Bachelor's degree in any of the following disciplines: Health Education and Promotion, Health Communication, Community Health, Medical Anthropology or Sociology from a recognized institution;
- (iii) Masters Degree in Health Education and Promotion, Public Health, Health Communication, Community Health and Development from a recognized institution;
- (iv) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- (v) certificate in Computer application skills from a recognized institution;
- (vi) demonstrated high degree of professional competence and administrative capability required for the effective planning, direction, control and coordination of the Public Health Function; and
- (vii) a thorough understanding of national goals, policies and objectives and ability to relate them to the Health promotion Function and aspirations of Vision 2030.