

JOB ANALYSIS/DESCRIPTION FORMAT

1 Director General/CEO

Date	8 – 3 – 2018
Agency	SOCHEMA
Department	Executive Management
Office/Title/Duty Post	Director General/CEO
Cadre	Management
Reporting to	Governing Board
Grade Level	Consolidated
Key Relationship	Governing Board, State House of Assembly, SMOH, HSMB, SPHCDA, CSC, Ministry of Local Govt. Affairs, Dev. Partners, FMOH, NHIS, State Bureau of Statistics, Ministry of Budget and Economic Planning, SMOF, Ministry of Justice, Labour Unions, Committee on Health, Sultanate Council, Bureau of public procurement (BPP)
Duties/functions/responsibilities/tasks	<ol style="list-style-type: none">1. Chief Executive Officer and Accounting Officer of the Agency2. Provide strategic leadership and direction to the Agency3. Day to day administration of the Agency4. Supervise and control all employees of the Agency5. Promote and monitor the implementation of Contributory health scheme in the State;6. Ensure effective participation in contributory health scheme for all residents in the state.7. Ensure sound data base for effective planning, implementation and supervision8. Promote all components of contributory health scheme in the state9. Ensure effective programs for training and retraining of SOCHEMA agency staff10. Encourage collaboration with other sectors at all levels in the development and support of SOCHEMA11. Ensuring referral and linkages between all levels of the

	<p>health sector</p> <p>12. Mobilize resources nationally and internationally for the development and support of SOCHEMA</p> <p>13. Review quarterly and evaluate the implementation of programs of the Agency;</p> <p>14. Liaise with the management for the implementation of all the Board decision.</p>		
Skills	<ul style="list-style-type: none"> - Strategic thinking in relation to environment and the organisation - Analytical/problem solving - Decision making and judgment - Motivation, credibility and Confidence building - Resource Management and performance driven - Representation and relationship management - Mentoring and Coaching - Good interpersonal skills, strong client focus, and good negotiating skills. Very strong written, oral, communication and listening skills. - Basic Computer and Internet Skills 		
Knowledge	<ul style="list-style-type: none"> - Good Knowledge of English language 		
Attitude	<ul style="list-style-type: none"> - Responsibility taking - Personal integrity and professionalism - sensitivity to cultural, social and political factors, and gender issues - Ability to work under pressure - Achievement/Result orientation and drive 		
Experience	<ul style="list-style-type: none"> - A minimum of Ten (10) years relevant professional work experience in a relevant field. 		
Educational Qualifications	<ul style="list-style-type: none"> - Degree or its equivalent in relevant field 		
Ability	<ul style="list-style-type: none"> - Proven ability to conceptualize the purpose of the Organisation to provide direction to the accomplishment of the Agency's mandates - Demonstrate professional leadership and ability to lead a team of professionals - Ability to coach/mentor 		
Level of Effort	Providing Leadership and Direction	Public relations	Others
	65%	30%	5%

2, JOB ANALYSIS/DESCRIPTION FORMAT: Director of Administration

Date	08 – 03– 2018
Agency	SOCHEMA
Department	Administration
Office/Title/Duty Post	Director of Administration
Cadre	Administration
Reporting to	Director General
Grade Level	From GL 16
Key Relationships	HOS, SMOH, Due Process and Bureau of public procurement and CSC, etc
Duties/functions/responsibilities/tasks	<ol style="list-style-type: none">1. General administration of the day to day affairs of the Agency e.g. drafting of memos, policy proposals, official letters and circulars.2. Handling of staff matters such as recruitment, transfers/ postings, promotion, discipline, retirement, staff identification card, variation order etc.3. Processing of training, seminar, workshops and conferences.4. Serves as the secretariat of staff management meetings and provision of Secretariat services to the Board.5. Custodian of personnel records (secret and open registries)6. Administrative Planning, organizing, coordinating, controlling and directing the activities of the Agency7. Maintenance of building, generating plants, office equipments and other Government properties.8. Coordinating the staff welfare.

	9. Chairman Senior Staff Management Committee		
Skills	<ul style="list-style-type: none"> - Strategic thinking in relation to environment/organization - Analytical/problem solving - Decision making and judgement - Motivation, credibility and Confidence building - Management of people and performance organizational capacity - Representation and relationship management - Mentoring and Coaching - Good interpersonal skills, strong client focus, and good negotiating skills. Very strong written, oral, communication and listening skills. - Chairman junior staff Management committee 		
Knowledge	- Good knowledge of English Language		
Attitude	Sensitivity to cultural, social and political factors, and gender issues		
Experience	- A minimum of 10 years relevant professional work experience		
Educational Qualifications	- Degree or its equivalent in Public Administration/ Humanities		
Ability	<ul style="list-style-type: none"> - Proven ability to conceptualize the purpose of the Organisation and to produce major/complex reports - Demonstrate professional leadership and ability to lead a team of professionals - Ability to coach/mentor 		
Level of Effort	Programme and implementation	Admin/Management	Others
	30%	60%	10%

3, JOB ANALYSIS/DESCRIPTION FORMAT: Director Health Planning, Research and Statistics

Date	08-03-2018
Agency	SOCHEMA
Directorate	Health Planning, Research and Statistics (HPRS)
Cadre	Health Planning, Research and Statistics
Office/Title/Duty Post	DIRECTOR HPRS
Reporting to	Director General /CEO
Grade Level	GL 16
Key Relationships	State Ministry of Health, State Bureau of Statistics, Ministry of Budget and Economic Planning.
Duties/functions/responsibilities/tasks	<p>Provide strategic direction and coordination to the following activities:</p> <ul style="list-style-type: none"> • Data Collection, Collation, Analysis and Dissemination • Preparation of annual, medium and long-term plans/budget for the Agency. • Develop Key Performance Indicators • Preparation, monitoring and tracking the implementation of Annual Budget • Collaborate with relevant MDAs in the implementation of Financial Risk Protection • Monitor and report on the implementation of health-related policies and plans in the Agency. • Monitoring and Evaluation of all health plans • monitoring of projects • Preparation of quarterly and Annual report • Design projects to be implemented.
Skills	<ul style="list-style-type: none"> - Good interpersonal and analytical skills, - Team building, - Strong client focus and good negotiating skills. - Very strong written, oral, communication and listening skills, Program performance and project management skill, - Basic computer and internet skills and

	<ul style="list-style-type: none"> - Resource management skills. 		
Knowledge	<ul style="list-style-type: none"> - Knowledge of the civil service rules and regulations is required. - Knowledge of National and State policies on planning - Experience in Monitoring and Evaluation 		
Attitude	<ul style="list-style-type: none"> - Personal integrity and professionalism - Responsibility taking. 		
Experience	<ul style="list-style-type: none"> - A minimum of 10 years relevant professional work experience, at least half of which relates to Health planning and management. - Comprehensive and in-depth expertise in Research and Development 		
Educational Qualifications	<ul style="list-style-type: none"> - Degree in Social Sciences, Health Information Management, Actuarial sciences and other related fields 		
Ability	<ul style="list-style-type: none"> - Proven ability to conceptualize, design and implement major projects and programs, - Produce major/complex reports or studies on health contributory. - Demonstrate professional leadership and ability to lead a team of professionals. - Ability to coach/mentor. 		
Level of Effort	Health Planning and Management.	Research and development	Others
	60%	30%	10%

4. JOB ANALYSIS/DESCRIPTION FORMAT: Director of Finance

Date	8 – 3 - 2018
Agency	SOCHEMA
Department	Finance
Office/Title/Duty Post	Director of Finance
Cadre	Accounting
Reporting to	Director General
Grade Level	GL 15 and Above
Duties/functions/responsibilities/tasks	<ul style="list-style-type: none"> ➤ Ensuring effective financial & accounting systems are in place and are functional, ➤ Managing finances and providing guidance to the Agency on financial expenditure, treasury circulars, and adequate control on collection and disbursement of funds. ➤ Receiving Funds accruable to the Agency ➤ Invest Funds of the Agency in agreement with the Board decision ➤ Making payments and Prepare monthly returns on expenditures and revenue to ministry of finance and ministry for Budget and Economic planning. ➤ Routine inspection of books of account of zonal offices of the Agency and facilities to ensure revenue collected are properly accounted and lodged in the appropriate account. ➤ Liaise with SMoF, and other financial institutions on financial matters and Budget. ➤ Guide the Agency on financial expenditure, treasury circulars, and adequate control on collection and disbursement of public funds using the Financial Instructions. ➤ Preparing quarterly report to the Board and copy to Accountant General ➤ Production of financial report of the Agency at the end of the financial year ➤ Sourcing of funds from the Government and donor Agencies.

	<ul style="list-style-type: none"> ➤ Revenue generation and Management ➤ Provide technical support to the Zonal offices on Financial matters ➤ Review and recommend for approval of all operational plans of the Agency 		
Skills	<ul style="list-style-type: none"> - Good Accounting and Financial management skills, strong client focus, and good negotiating skills. Very strong numerical abilities. Computer and internet skills. 		
Knowledge	<ul style="list-style-type: none"> - Good command of English and Knowledge of Local language 		
Attitude	<ul style="list-style-type: none"> - Transparency, accountability and Commitment 		
Experience	<ul style="list-style-type: none"> - A minimum of 10years relevant professional work experience 		
Educational Qualifications	<ul style="list-style-type: none"> - Degree/HND in Accounting with Professional qualification 		
Ability	<ul style="list-style-type: none"> - Proven ability to conceptualize the complexity of the organisation to make financial projection and revenue forecasts - Demonstrate professional leadership and ability to lead a team of Financial management in the Organisation - Ability to coach/mentor 		
Level of Effort	Revenue Generation and Management	Financial Management and Accounting	Others
	30%	50%	20%

5. JOB ANALYSIS/DESCRIPTION FORMAT: Director, Corporate/Legal Services

Date	08-03-2018
Agency	SOCHEMA
Directorate	Corporate and Legal Services
Cadre	Legal Officer
Office/Title/Duty Post	Director, Corporate/Legal Services
Reporting to	Director General/CEO
Grade Level	GL 13 and above
Key Relationships	Ministry of Justice; SA,Legal; SMOH; CRSHA,MIDC,SSA
Duties/functions/responsibilities/tasks	<ul style="list-style-type: none"> • Ensure strict internal/external compliance with organisational policies, procedures, processes, payment of approved premium and extant Laws • Coordinate development of innovative health plans • Interface with Third Party Administrators on signing of corporate documents • Supervise all requisite legal services (such as drafting Agreements, Legal representation, etc.)
Skills	<ul style="list-style-type: none"> - Good interpersonal and analytical skills, - Good business writing skills - Team building, strong client focus, good negotiating and decision making skills, - Very strong written, oral, communication and listening skills, - Computer and ICT skills and resource management skills.
Knowledge	<ul style="list-style-type: none"> - Excellent knowledge of English language
Attitude	<ul style="list-style-type: none"> - Sensitivity to cultural, social and political factors, and gender issues - Personal integrity and professionalism - Responsibility taking
Experience	<ul style="list-style-type: none"> - A minimum of ten years relevant professional work experience, at least half of which relates to Corporate and or Legal services.

Educational Qualifications	<ul style="list-style-type: none"> - A degree in Social sciences, Humanities, Management, Law and other relevant fields 		
Ability	<ul style="list-style-type: none"> - Demonstrate professional leadership and ability to lead a team of professionals. - Ability to coach/mentor. 		
Level of Effort	Compliance	Legal	Marketing
	40%	20%	40%

6. JOB ANALYSIS/DESCRIPTION FORMAT: Director of Programmes

Date	8-3-2018
Agency	SOCHEMA
Directorate	Programmes
Cadre	Director
Office/Title/Duty Post	Director of Programmes
Reporting to	Director General/CEO
Grade Level	GL-16
Key Relationships	SMoH, SPHCDA, HMB, TPAs, HCPs, SBS, Health Professional Bodies
Duties/functions/responsibilities/tasks	<ul style="list-style-type: none"> • Coordinate operational activities • Oversee enrolment of beneficiaries of the scheme in collaboration with other stakeholders • Develop Panel lists for HCPs • Adjudicate claims from HCPs • Ensure prompt HCP reimbursement • Sensitize enrollees about the Scheme • Approve Secondary and Tertiary care <ul style="list-style-type: none"> • Conduct Utilization Reviews
Skills	<ul style="list-style-type: none"> - Good understanding of the Health Sector - Good interpersonal and analytical skills, - Team building, - Strong client focus, - Good negotiating skills, - very strong written, oral, communication and listening skills, - Program performance, project management and reporting skill - Data processing - Computer and internet skills and resource management skills.
Knowledge	<ul style="list-style-type: none"> - Sound medical knowledge - Good Knowledge of English Language.
Attitude	<ul style="list-style-type: none"> - Sensitivity to cultural, social and political factors, and Gender issues - Personal integrity and professionalism - Responsibility taking

Experience	<ul style="list-style-type: none"> - A minimum of 10 years relevant professional work experience, at least half of which relates to Health care management. - Comprehensive and in-depth expertise in healthcare financing 		
Educational Qualifications	<ul style="list-style-type: none"> - Medical degree 		
Ability	<ul style="list-style-type: none"> - Proven ability to conceptualize design and implement major programs. - Demonstrate professional leadership and ability to lead a team of professionals. - Ability to coach/mentor. 		
Level of Effort	Health Planning and Management.	Leadership	Others
	60%	30%	10%

7. JOB ANALYSIS/DESCRIPTION FORMAT: Director, Standard Quality Assurance

Date	8-3-2018
Agency	SOCHEMA
Directorate	Standard Quality Assurance
Cadre	Director
Office/Title/Duty Post	Director, Standard Quality Assurance
Reporting to	Director General/CEO
Grade Level	GL-15 and above
Key Relationships	SMoH, SPHCDA, HMB, TPAs, HCPs, SBS, Health Professional Bodies
Duties/functions/responsibilities/tasks	<ul style="list-style-type: none"> • Develop quality assurance (QA) guidelines • Define standards according to national guidelines and protocols • Accredite Healthcare providers and Third Party Administrators for the Scheme • Ensure compliance to the guidelines • Ensure continuous Quality Assurance (hospital audits, reviews and inspection/assessment, etc.)
Skills	<ul style="list-style-type: none"> - Good understanding of the Health Sector - Good interpersonal and analytical skills, - Team building, - Strong client focus, - Good negotiating skills, - very strong written, oral, communication and listening skills, - Program performance, project management and reporting skill - Data processing - Computer and internet skills and resource management skills.

Knowledge	<ul style="list-style-type: none"> - Sound Health knowledge - Good Knowledge of English Language. 		
Attitude	<ul style="list-style-type: none"> - Sensitivity to cultural, social and political factors, and Gender 		
Educational Qualifications	Degree in Health related field,		
Ability	<ul style="list-style-type: none"> - Proven ability to conceptualize design and implement major programs. - Demonstrate professional leadership and ability to lead a team of professionals. - Ability to coach/mentor. 		
Level of Effort	Health Planning and Management.	Leadership	Others
	60%	30%	10%

8. JOB ANALYSIS/DESCRIPTION FORMAT: Director, ICT

Cadre	Director
Directorate	ICT
Office/Title/Duty Post	Director, ICT
Reporting to	Director General
Grade Level	GL 15 and above
Key Relationships	SMoH, SPHCDA, MOI, MICT, NHIS, Professional Bodies, HCPs, TPAs, NITDA.
Skills	<ul style="list-style-type: none"> - Good interpersonal and analytical skills, - Team building, - Strong client focus, - Good negotiating skills, - very strong written, oral, communication and listening skills, - Program performance, project management and reporting skill - Data processing - Computer and internet skills and resource management skills.
Duties	<ul style="list-style-type: none"> - Profiling enrollee data - Ensure enrolment in collaboration with other stakeholders. - Generation/Management of ID cards for enrollees - Provide ICT tools for Revenue Mobilization - Develop/Manage ICT assets - Manage call centre functions and help desk - Monitor information channels - Manage database -
Knowledge	<ul style="list-style-type: none"> - Knowledge of e-Health - Good Knowledge of English Language .
Attitude	<ul style="list-style-type: none"> - Sensitivity to cultural, social and political factors, and Gender issues - Personal integrity and professionalism - Responsibility taking
Experience	<ul style="list-style-type: none"> - A minimum of 10 years relevant professional work experience, at least half of which relates to Health care management.

Educational Qualifications	<ul style="list-style-type: none"> - Degree in ICT or relevant fields - Relevant certifications 		
Ability	<ul style="list-style-type: none"> - Proven ability to conceptualize design and implement major programs. - Demonstrate professional leadership and ability to lead a team of professionals. - Ability to coach/mentor. 		
Level of Effort	ICT skills	Media	Others
	60%	30%	10%