

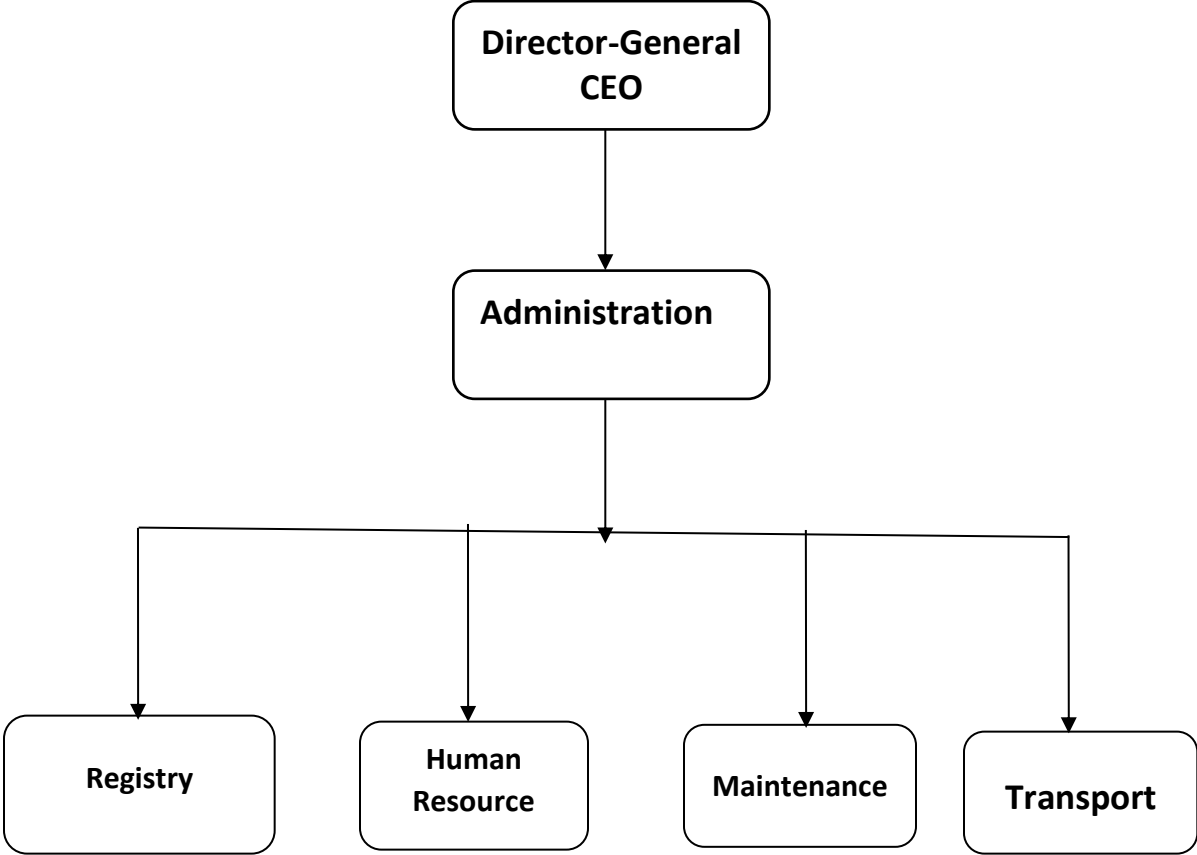
FUNCTIONS OF THE DIRECTOR GENERAL:

Liaise with the management for the implementation of all the Board decision.

1. Chief Executive Officer and Accounting Officer of the Agency
2. Provide strategic leadership and direction to the Agency
3. Day to day administration of the Agency
4. Supervise and control all employees of the Agency
5. 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 supervision
8. Promote all components of contributory health scheme in the state
9. Ensure effective programs for training and retraining of SOCHEMA agency staff
10. Encourage collaboration with other sectors at all levels in the development and support of SOCHEMA
11. Ensuring referral and linkages between all levels of the health sector
12. Mobilize resources nationally and internationally for the development and support of SOCHEMA
13. Review quarterly and evaluate the implementation of programs of the Agency;

FUNCTIONS OF ADMINISTRATION DEPARTMENT

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 Agency
7. Maintenance of building, generating plants, office equipment and other Government properties.
8. Coordinating the staff welfare.
9. Chairman Senior Staff Management Committee



Director, Finance

- 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

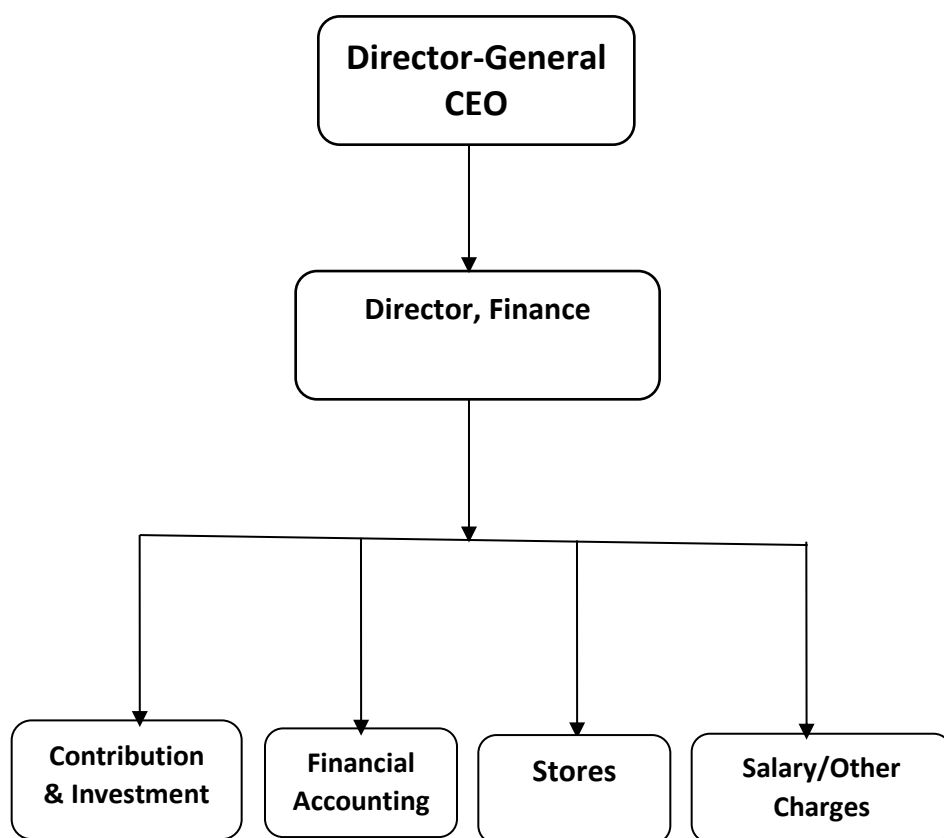
- Production of financial report of the Agency at the end of the financial year

- Sourcing of funds from the Government and donor Agencies.

- Revenue generation and Management

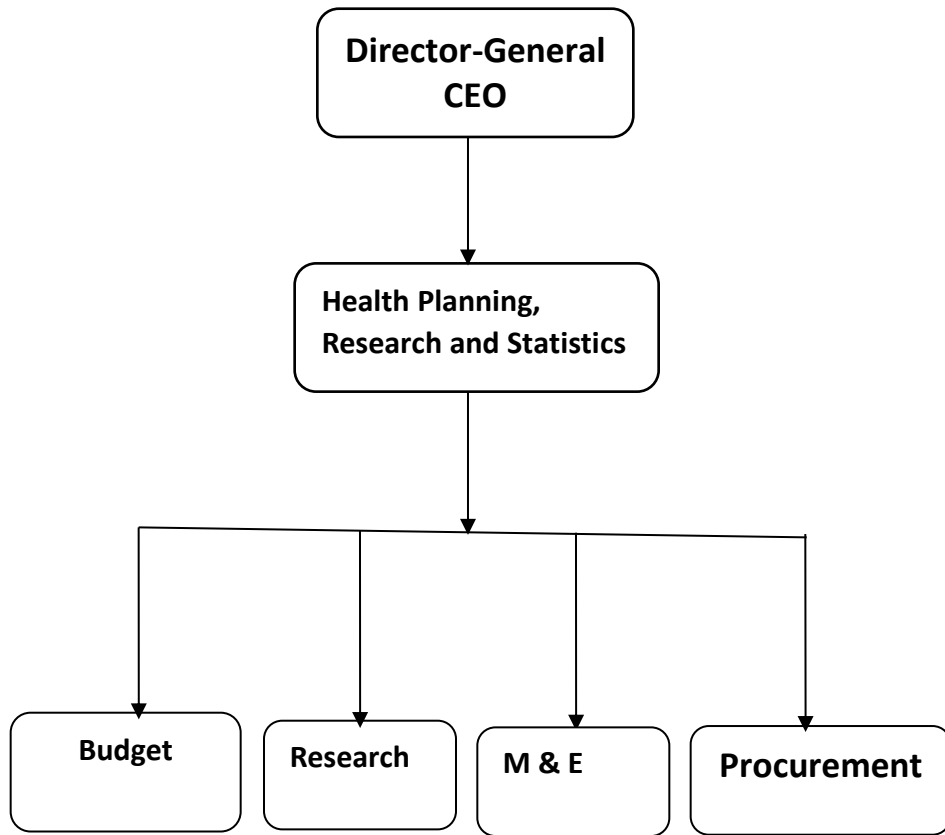
- Provide technical support to the Zonal offices on Financial matters

- Review and recommend for approval of all operational plans of the Agency



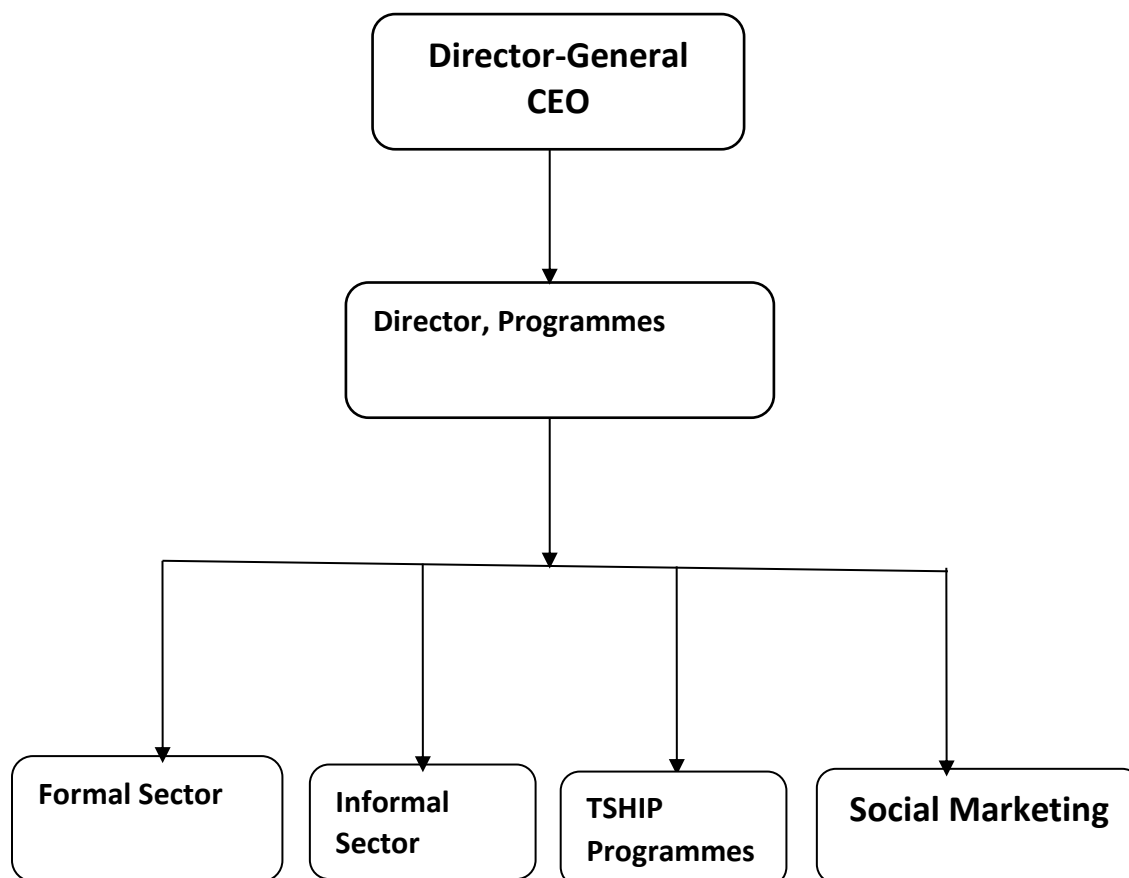
FUNCTIONS OF THE DIRECTOR, HEALTH PLANNING, RESEARCH AND STATISTICS:

- Provide strategic direction and coordination to the following activities:
- Data Collection, Collation, Analysis and Dissemination
 - Preparation of annual, medium and long-term plans/budget for the Agency.
 - Develop Key Performance Indicators
 - Preparation and monitoring 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
 - Conduct Needs assessment of ICT Infrastructure and Equipment.
 - Collaborate with relevant departments for the Procurement of materials.
 - Design projects to be implemented.
 - Preparation of annual and quarterly reports



FUNCTIONS OF DIRECTOR, PROGRAMMES

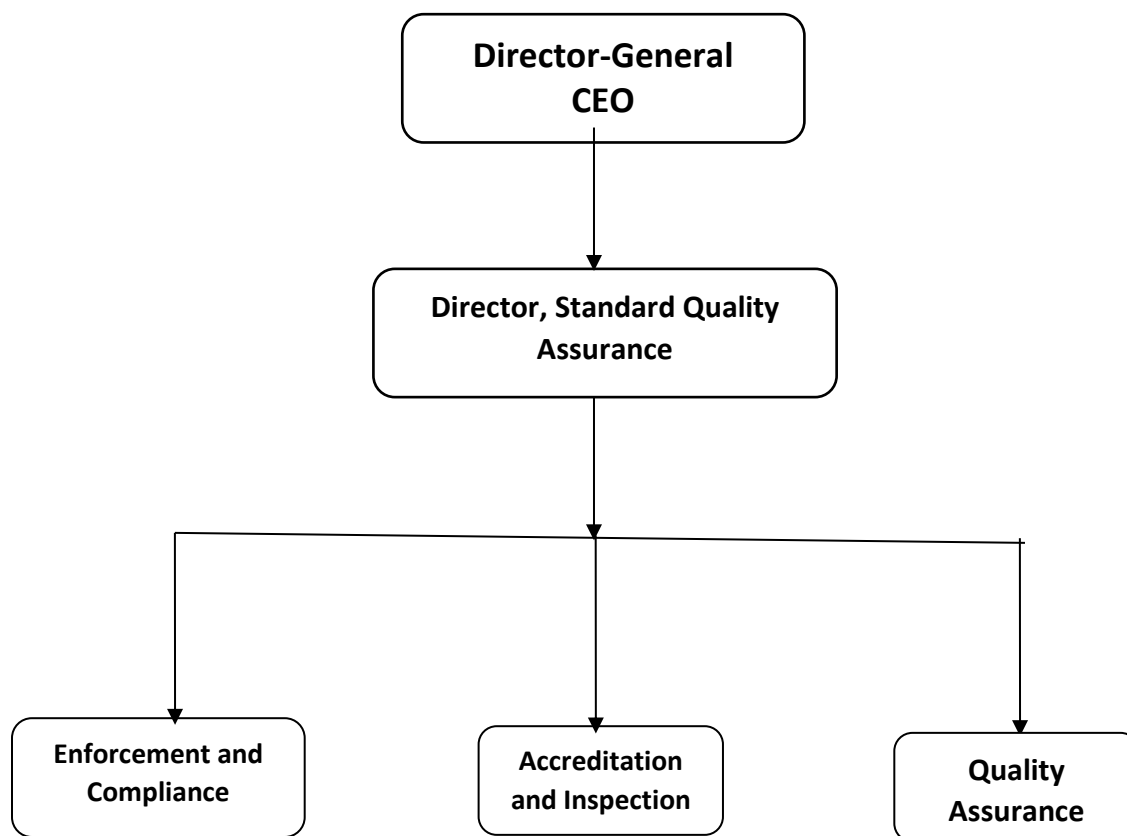
- Coordinate operational activities
- Oversee enrolment of beneficiaries of the scheme in collaboration with other stakeholders
- Develop Panel lists for HCPs
- Adjudicate claims from HCPs
- Ensure prompt HCP reimbursement
- Sensitize enrollees about the Scheme
- Approve Secondary and Tertiary care
- Conduct utilization reviews



FUNCTIONS OF DIRECTOR, STANDARD QUALITY ASSURANCE

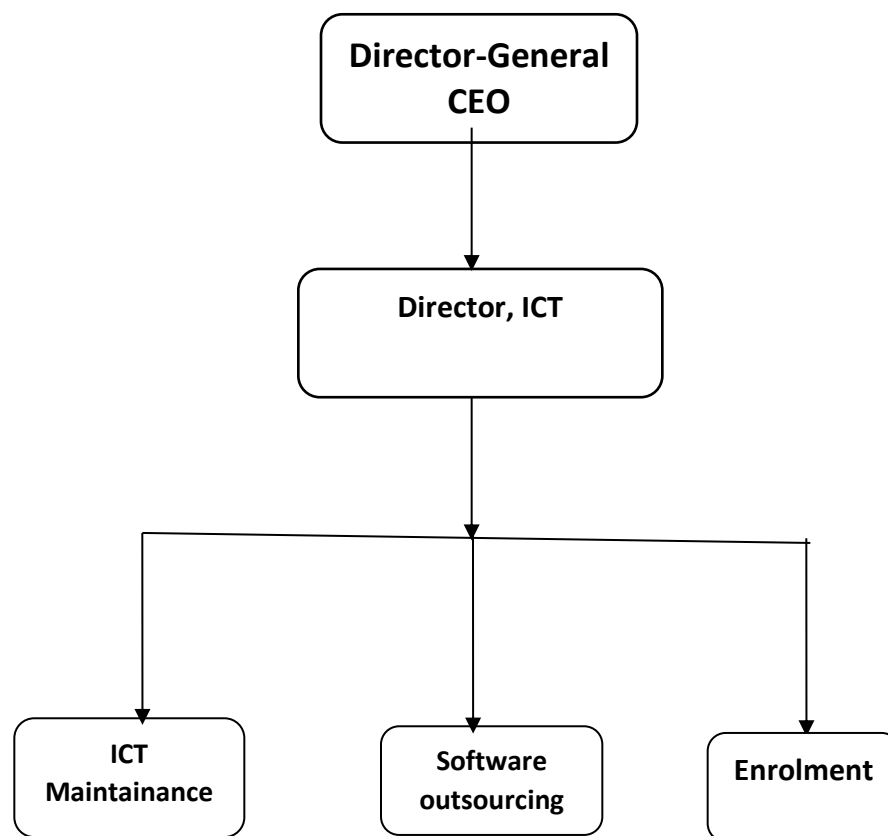
- Develop quality assurance (QA) guidelines
- Define standards according to national guidelines and protocols
- Accredite Healthcare providers and Third Party Administrators for the Scheme
- Ensure compliance to the guidelines

Ensure continuous Quality Assurance (hospital audits, reviews and inspection/assessment, etc.)



DIRECTOR INFORMATION TECHNOLOGY AND COMMUNICATION

- 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



FUNCTIONS OF DIRECTOR, CORPORATE/LEGAL DEPARTMENT

- Ensure strict internal/external compliance with organizational policies, procedures, processes, payment of approved premium and extant Laws
- Interface with Third Party Administrators on signing of corporate documents
- Supervise all requisite legal services (such as drafting Agreements, Legal representation, etc.)