

RESTRUCTURING THE ADDITIONAL DUTY HOURS ALLOWANCE

Part I of Volume II

JOB DESCRIPTIONS FOR ADMINISTRATIVE AND SUPPORT STAFF II

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1. CLINICAL ENGINEERING STAFF

1.1 CLINICAL ENGINEERS (HOSPITAL MAINTENANCE ENGINEERS)

1.1.1 Clinical Engineer

Job Title	:	Clinical Engineer
Grade	:	Clinical Engineer
Responsible To	:	Head of Unit
Accountable	:	Head of Department

Job Purpose

To ensure availability of functional equipment which are maximally applied for their intended purposes in the facility

Main Duties and Responsibilities

- Assist in disseminating guidelines on the appropriate use of equipment in the facility.
- Assist in implementing procedures, protocols and standards for maintenance program in the facility.
- Assist in ensuring compliance on appropriate use of equipment in the facility.
- Assist in preparing annual equipment procurement plan.
- Undertake cost estimates for the purchase and maintenance of equipment in the facility.
- Prepare schedules and participate in the installation, servicing, and repairs of equipment
- Assist in developing, maintaining and keeping equipment database and inventory of all equipment related supplies and instruments in the facility.
- Assist in carrying out assessment from time to time to determine the validity of equipment on the maintenance program.
- Assist in the preparation of budget for preventive maintenance activities

Communication and Working Relationship

- Maintain effective communication with colleagues and other staff in the facility to foster good team working relationships
- Attend and contribute at staff meetings
- Participate in professional meetings and conferences as required

Personal and People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of clinical engineering.
- Monitor own performance against agreed objectives and standards.
- Participate in the training of subordinate staff and other health workers as required
- Participate in the induction of new staff in the unit
- Keep log of own performance and in-service training log for purposes of appraisal.

Research

- Participate in operational research and equipment testing

Health Safety Responsibilities

- Adhere to the health and safety policies, guidelines/protocols (eg. the use of personal protective clothing/equipment
- Take care of own safety and that of other staff in the unit - reporting all accidents/incidents, completing relevant documentation and undertake further investigation as directed.
- Assist the Unit in-Charge to maintain a safe, clean, and pleasant working environment taking remedial action when necessary.

Quality Assurance

- Comply with all GHS Quality Assurance Policy guidelines and work within the prescribed quality standards for the clinical engineering services
- Keep up-to-date with quality developments relevant to area of work and related services.

Further Information

- The post holder must at all times:
 - Work in accordance with the GHS Code of Ethics and Code of Conduct and Disciplinary Procedures.
 - Strictly adhere to the provisions of the Patient's Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

**Person Specification
Clinical Engineer**

Criteria	Essential	Desirable
<i>Educational Qualification and Experience</i>	BSc Medical Electronics/Clinical Engineering or Equivalent and at least ONE (1) year internship or national service in a recognized health facility	MSc Medical Electronics/Clinical Engineering or Equivalent
<i>Knowledge</i>	Knowledge in instrumentation. Knowledge in physiology and anatomy Knowledge in radiation etc. Understanding of clinical environment.	
<i>Skills & Abilities</i>	Effective communication skills Good interpersonal skills Report writing skills Mechanical aptitude and eye/hand coordination Interest in learning to work on new and/or upgraded equipment Accuracy and attention to detail Ability to move from one place to another easily	Planning skills Negotiation skills Computer skills
<i>Personal Attributes</i>	Physically fit and capable of undertaking strenuous duties Integrity, flexibility, enthusiasm, motivation, commitment, courteous, considerate, team player and trustworthy.	

1.1.2 Senior Clinical Engineer

Job Title	:	Clinical Engineer
Grade	:	Senior Clinical Engineer
Responsible To	:	Head of Unit
Accountable To	:	Head of Department

Job Purpose

To ensure availability of functional equipment which are maximally applied for their intended purposes in the facility

Main Duties and Responsibilities

- Implement and ensure compliance of the equipment policy.
- Implement procedures, protocols and standards for maintenance program.
- Disseminate guidelines on the appropriate use of equipment.
- Carry out assessment on the equipment and draw up replacement program
- Prepare the annual equipment procurement plan
- Prepare schedules and supervise installation, servicing and repairs of equipment
- Advise on appropriate use and lifespan of the equipment
- Develop, maintain and keep database and inventory of all equipment related supplies and instruments in the facility.
- Draw up preventive maintenance schedules for the equipment.
- Carry out assessment from time to time to determine the validity of equipment on the maintenance program
- Monitor, supervise and advise on maintenance activities.
- Perform any other official duty that may be assigned.

Communication and Working Relationship

- Maintain effective communication with colleagues and other staff in the facility to foster good team working relationships
- Attend and contribute at staff meetings
- Participate in professional meetings and conferences as required

Personal and People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of clinical engineering.
- Monitor own performance against agreed objectives and standards.
- Participate in the training of subordinate staff and other health workers as required
- Participate in the induction of new staff in the unit
- Contribute to Continuing Professional Development (CPD) of clinical Engineering Staff.

- Keep log of own performance and in-service training log for purposes of appraisal.

Management

- Contribute to the effective running of the unit by ensuring:
 - Efficient management of equipment assigned
 - Efficient management of supplies to the unit
- Prepare and submit daily report for activities carried out and the materials used
- Participate in roster planning and monitoring
- Assist in maintaining good standards of records of all activities undertaken in the unit
- Contribute to devising of improved job methods for increasing efficiency in the unit

Research

- Participate in operational research and equipment testing

Health Safety Responsibilities

- Adhere to the health and safety policies, guidelines/protocols (eg. the use of personal protective clothing/equipment)
- Take care of own safety and take all measures to ensure the safety of other staff in the unit - reporting all accidents/incidents, completing relevant documentation and undertake further investigation as directed.
- Assist the Unit in-Charge to maintain a safe, clean, and pleasant working environment taking remedial action when necessary.

Quality Assurance

- Comply with all GHS Quality Assurance Policy guidelines and work within the prescribed quality standards for the clinical engineering services
- Keep up-to-date with quality developments relevant to area of work and related services.

Further Information

- The post holder must at all times:
 - Work in accordance with the GHS Code of Ethics and Code of Conduct and Disciplinary Procedures.
 - Strictly adhere to the provisions of the Patient's Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

**Person Specification
Senior Clinical Engineer**

Criteria	Essential	Desirable
<i>Educational Qualification and Experience</i>	<p>BSc Medical Electronics/Clinical Engineering or Equivalent and at least Three (3) years working experience at the level of Clinical Engineer; Evidence of continuing professional development and training in management</p> <p>Demonstrate hands on experience in maintenance of medical equipment</p>	MSc Medical Electronics/Clinical Engineering or Equivalent
<i>Knowledge</i>	<p>Knowledge in instrumentation.</p> <p>Knowledge in physiology and anatomy</p> <p>Knowledge in radiation etc.</p> <p>Understanding of clinical environment.</p>	
<i>Skills & Abilities</i>	<p>Effective communication skills</p> <p>Good interpersonal skills</p> <p>Report writing skills</p> <p>Mechanical aptitude and eye/hand coordination</p> <p>Interest in learning to work on new and/or upgraded equipment</p> <p>Accuracy and attention to detail</p> <p>Planning skills</p> <p>Negotiation skills</p> <p>Computer skills</p> <p>Ability to move from one place to another easily</p>	
<i>Personal Attributes</i>	<p>Physically fit and capable of undertaking strenuous duties</p> <p>Integrity, flexibility, enthusiasm, motivation, commitment, courteous, considerate, team player and trustworthy.</p>	

1.1.3 Principal Clinical Engineer

Job Title : Clinical Engineer
Grade : Principal Clinical Engineer
Responsible To : Head of Unit
Accountable : Head of Department/Division

Job Purpose

To ensure availability of functional equipment, which are maximally applied for their intended purposes in the facility

Main Duties and Responsibilities

- Contribute to the development, review and compliance of equipment policy.
- Contribute to the development and ensure compliance of guidelines on the appropriate use of equipment.
- Contribute to the development of procedures, protocols and standards for equipment maintenance program.
- Carry out assessment on the equipment and draw up replacement program
- Prepare annual procurement plans on equipment.
- Provide technical advice on cost estimates for the purchase and maintenance of the equipment in the facility.
- Prepare schedules and supervise installation, servicing and repairs of equipment.
- Develop, maintain and keep equipment database and inventory of all supplies and instruments.
- Undertake equipment market survey and advise management
- Draw up preventive /maintenance schedules for the equipment.
- Monitor, supervise and advise on maintenance activities

Communication and Working Relationship

- Maintain effective communication with colleagues and other staff in the facility to foster good team working relationships
- Attend and contribute at staff meetings
- Participate in professional meetings and conferences as required

Personal and People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of clinical engineering.
- Monitor own performance against agreed objectives and standards.
- Participate in the training of subordinate staff and other health workers as required
- Participate in the induction of new staff in the unit

- Contribute to Continuing Professional Development (CPD) of clinical Engineering Staff.
- Keep log of own performance and in-service training log for purposes of appraisal.

Management

- Supervise and direct the activities of the subordinate staff in the unit
- Contribute to the effective running of the unit by ensuring:
 - Efficient management of equipment assigned
 - Efficient management of supplies to the unit
- Prepare and submit daily report for activities carried out and the materials used
- Participate in roster planning and monitoring
- Maintain good standards of records of all activities undertaken in the unit
- Contribute to devising of improved job methods for increasing efficiency in the unit

Research

- Participate in operational research and equipment testing
- Apply relevant evidence-based research findings

Health Safety Responsibilities

- Adhere to the health and safety policies, guidelines/protocols (eg. the use of personal protective clothing/equipment)
- Take care of own safety and take all measures to ensure the safety of other staff in the unit - reporting all accidents/incidents, completing relevant documentation and undertake further investigation as directed.
- Assist the Unit in-Charge to maintain a safe, clean, and pleasant working environment taking remedial action when necessary.

Quality Assurance

- Comply with all GHS Quality Assurance Policy guidelines and work within the prescribed quality standards for the clinical engineering services
- Keep up-to-date with quality developments relevant to area of work and related services.

Further Information

- The post holder must at all times:
 - Work in accordance with the GHS Code of Ethics and Code of Conduct and Disciplinary Procedures.
 - Strictly adhere to the provisions of the Patient's Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

**Person Specification
Principal Clinical Engineer**

Criteria	Essential	Desirable
<i>Educational Qualification and Experience</i>	<p>BSc Medical Electronics/Clinical Engineering or Equivalent and at least Five (5) years working experience at the level of Senior Clinical Engineer; Evidence of continuing professional development and training in management.</p> <p>Experience in equipment procurement planning and budgeting Demonstrate hands on experience in maintenance of medical equipment</p>	MSc Medical Electronics/Clinical Engineering or Equivalent
<i>Knowledge</i>	<p>Knowledge in instrumentation. Knowledge in physiology and anatomy Knowledge in radiation etc. Understanding of clinical environment. Knowledge of GHS policies and operating procedures Knowledge of health and safety</p>	
<i>Skills & Abilities</i>	<p>Effective communication skills Good interpersonal skills Report writing skills Mechanical aptitude and eye/hand coordination Interest in learning to work on new and/or upgraded equipment Accuracy and attention to detail Planning skills Negotiation skills Computer skills Ability to move from one place to another easily</p>	
<i>Personal Attributes</i>	<p>Physically fit and capable of undertaking strenuous duties Integrity, flexibility, enthusiasm, motivation, commitment, courteous, considerate, team player and trustworthy.</p>	

1.1.4 Deputy Chief Clinical Engineer

Job Title	: Clinical Engineer
Grade	: Deputy Chief Clinical Engineer
Responsible To	: Head of Department/Division
Accountable	: Head of Facility

Job Purpose

To ensure availability of functional equipment, which are maximally applied for their intended purposes in the facility

Main Duties and Responsibilities

- Contribute to the development and review of equipment policy and ensure its compliance in the facility.
- Contribute to the development of guidelines on the appropriate use of equipment and ensure its use.
- Contribute to the development of procedures, protocols and standards for equipment maintenance program.
- Carry out assessment on the equipment and draw up replacement program
- Supervise the preparation of annual procurement plans on equipment.
- Provide technical advice on cost estimates for the purchase and maintenance of the equipment in the facility.
- Oversee the preparation of schedules and supervise installation, servicing and repairs of equipment.
- Supervise the development, maintenance and keeping of equipment database and inventory of all supplies and instruments.
- Provide technical support for undertaking equipment market survey and advise management accordingly
- Oversee the drawing up preventive /maintenance schedules for the equipment.
- Monitor, supervise and advise on maintenance activities

Communication and Working Relationships

- Maintain effective communication with colleagues and other staff in the facility to foster good team working relationships
- Attend and contribute at general staff and management meetings
- Participate in professional meetings and conferences as required
- Be visible and approachable resource for both staff and client for health support services and personal issues

Personal and Staff Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of clinical engineering.
- Monitor own performance against agreed objectives and standards.
- Plan and organize training programmes for staff in the unit and other health workers as required
- Plan and organize induction of new staff in the unit
- Undertake appraisal of performance of the staff in the unit.
- Ensure Continuing Professional Development (CPD) of clinical Engineering Staff.
- Keep log of own performance and in-service training log for purposes of appraisal.

Management

- Supervise and direct the activities of the clinical engineering staff
- Ensure efficient management of equipment assigned
- Ensure roster planning, monitoring and documentation of all leave for staff in the unit
- Ensure effective and efficient use of human and material resources in the unit
- Ensure maintenance of good standards of records of all activities undertaken in the unit
- Contribute to the preparation of facility plans and budget.
- Ensure preparation of periodic reports on the activities of the unit.
- Devise improved job methods for increasing efficiency in the unit

Research

- Conduct operational research and equipment testing
- Apply relevant evidence-based research findings

Health Safety Responsibilities

- Take care of own safety and others who may be affected by your actions or omissions
- Comply with existing Health and Safety Policies and Procedures of MOH/GHS
- Ensure that staff in the unit adhere to the safety policies, guidelines/protocols (eg. the use of personal protective clothing/equipment).
- Ensure that accidents/incidents or ill health, failings in equipment are reported and recorded.

Quality Assurance

- Ensure quality assurance systems are in place for monitoring quality and for investigating incidents and complaints in the unit.
- Comply with all GHS quality assurance policy and guidelines and work within the prescribed quality standards for the clinical engineering services
- Keep up-to-date with quality developments relevant to area of work and related services.

Further Information

- The post holder must at all times:
 - o Work in accordance with the GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient’s Charter.

This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service

**Person Specification
Deputy Chief Clinical Engineer**

Criteria	Essential	Desirable
<p><i>Educational Qualification and Experience</i></p>	<p>BSc Medical Electronics/Clinical Engineering or Equivalent plus MSc Medical Electronics/Clinical Engineering or related field and at least Three (3) years post masters qualification working experience at the level of Senior Clinical Engineer; Evidence of continuing professional development and training in leadership and management</p> <p><u>Or</u></p> <p>BSc Medical Electronics/Clinical Engineering or Equivalent plus MSc Medical Electronics/Clinical Engineering or related field at the level of Principal Clinical Engineer; Evidence of continuing professional development and training in leadership and management</p> <p><u>Or</u></p> <p>BSc Medical Electronics/Clinical Engineering or Equivalent and at least five (5) years experience at the level of Deputy Chief Clinical Engineer; Evidence of continuing professional development and training in leadership and management</p> <p>Experience in equipment procurement planning and budgeting Experience in policy and standards development.</p>	

Knowledge	Broad knowledge in instrumentation. Knowledge in physiology and anatomy Knowledge in radiation etc. Broad understanding of clinical environment. Knowledge of GHS policies and operating procedures Knowledge of quality issues and health and safety	
Skills & Abilities	Effective communication skills Good interpersonal skills Report writing skills Mechanical aptitude and eye/hand coordination Accuracy and attention to detail Planning skills Negotiation skills Computer skills Ability to move from one place to another easily	
Personal Attributes	Physically fit and capable of undertaking strenuous duties Integrity, flexibility, enthusiasm, motivation, commitment, courteous, considerate, team player and trustworthy.	

1.1.5 Chief Clinical Engineer

Job Title : Clinical Engineer
Grade : Chief Clinical Engineer
Responsible To : Head of Department/ Division
Accountable To : Head of Facility

Job Purpose

To ensure availability of functional equipment, which are maximally applied for their intended purposes in the facility

Main Duties and Responsibilities

- Contribute to the development and review of equipment policy and ensure its compliance in the facility.
- Ensure development of guidelines on the appropriate use of equipment and ensure its compliance in the facility.
- Play active role in the development of procedures, protocols and standards for equipment maintenance program.
- Lead in carrying out assessment on the equipment and ensure drawing up of replacement program
- Lead in the preparation of annual procurement plans on equipment.
- Provide technical advice on cost estimates for the purchase and maintenance of the equipment in the facility.
- Oversee the preparation of schedules and supervise installation, servicing and repairs of equipment.
- Supervise the development, maintenance and keeping of equipment database and inventory of all supplies and instruments.
- Provide technical support for undertaking equipment market survey and advise management accordingly
- Oversee the drawing up preventive /maintenance schedules for the equipment.
- Monitor, supervise and advise on maintenance activities

Communication and Working Relationships

- Establish and maintain effective communication with colleagues and other staff in the facility to foster good team working relationships
- Attend and contribute at general staff and management meetings
- Participate in professional meetings and conferences as required
- Be visible and approachable resource for both staff and client for health support services and personal issues
- Be able to work with and direct the clinical engineering team and other staff in a fair and impartial manner.

Personal and Staff Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of clinical engineering.
- Monitor own performance against agreed objectives and standards.
- Plan and organize training programmes for staff in the unit and other health workers as required
- Plan and organize induction of new staff in the unit
- Undertake appraisal of performance of the staff in the unit.
- Ensure Continuing Professional Development (CPD) of clinical Engineering Staff.
- Keep log of own performance and in-service training log for purposes of appraisal.

Management

- Provide leadership and supervise the activities of the clinical engineering staff
- Ensure efficient management of equipment assigned
- Ensure effective and efficient use of human and material resources in the unit
- Ensure maintenance of good standards of records of all activities undertaken in the unit
- Contribute to the preparation of facility plans and budget.
- Lead in the preparation of periodic reports on the activities of the unit.
- Devise improved job methods for increasing efficiency in the unit

Research

- Conduct operational research and equipment testing
- Apply relevant evidence-based research findings

Health Safety Responsibilities

- Take care of own safety and others who may be affected by your actions or omissions
- Comply with existing Health and Safety Policies and Procedures of MOH/GHS
- Ensure that staff in the unit adhere to the safety policies, guidelines/protocols (eg. the use of personal protective clothing/equipment).
- Ensure that accidents/incidents or ill health, failings in equipment are reported and recorded.

Quality Assurance

- Ensure quality assurance systems are in place for monitoring quality and for investigating incidents and complaints in the unit.
- Comply with all GHS quality assurance policy and guidelines and work within the prescribed quality standards for the clinical engineering services
- Keep up-to-date with quality developments relevant to area of work and related services.

Further Information

- The post holder must at all times:
 - o Work in accordance with the GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient's Charter.

This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service

Person Specification

Deputy Chief Clinical Engineering Manager

Criteria	Essential	Desirable
Educational Qualification and Experience	BSc Medical Electronics/Clinical Engineering or Equivalent plus MSc Medical Electronics/Clinical Engineering or related field and at least Five (5) years working experience at the level of Deputy Chief Clinical Engineering Manager; Evidence of continuing professional development and training in leadership and management Experience in equipment procurement planning and budgeting Experience in policy and standards development.	
Knowledge	Knowledge in instrumentation. Knowledge in physiology and anatomy Knowledge in radiation etc. Understanding of clinical environment. Knowledge of GHS policies and operating procedures Knowledge of quality issues and health and safety	
Skills & Abilities	Effective communication skills Good interpersonal skills Report writing skills Mechanical aptitude and eye/hand coordination Accuracy and attention to detail Planning skills Negotiation skills Computer skills Ability to move from one place to another easily	
Personal Attributes	Integrity, flexibility, enthusiasm, motivation, commitment, courteous, considerate, team player and trustworthy.	

1.2 TECHNOLOGISTS (CLINICAL ENGINEERING)

1.2.1 Technologist (Clinical Engineering)

Job Title	:	Technologist, Clinical Engineering
Grade	:	Technologist, Clinical Engineering
Responsible To	:	Unit-In-Charge
Accountable To	:	Head of Department

Job Purpose

To ensure availability of functional equipment which are maximally applied for their intended purposes in the facility

Main Duties and Responsibilities

- Provision of technical guidelines and advice
 - Assist in the dissemination of guidelines on appropriate use of equipment
 - Assist in ensuring compliance on appropriate use of equipment
 - Assist in the preparation of annual procurement plan
 - Assist in the identification, procurement and maintenance of clinical equipment
 - Provide information for the development, review and compliance of local equipment policy
 - Assist in the preparation of schedules for installation, servicing and repairs of equipment and undertake user training.
 - Assist in updating and maintaining equipment database and actively participate in management of spare-parts
- Planned preventive maintenance
 - Participate in the execution of preventive maintenance schedules for the equipment
 - Provide information for development of procedures, protocols and standards for maintenance program
 - Assist in drawing up maintenance work schedule
 - Assist in the preparation of budget for preventive maintenance
- Corrective maintenance
 - Participate in the scheduling, examination and repairs of broken down equipment
 - Provide information for the development of procedures, protocols and standards for corrective maintenance program
 - Assist in the preparation of bills for the work done

Communication and Working Relationships

- Maintain effective communication with colleagues and other staff to foster good team working relationships
- Participate in professional meetings and conferences as required
- Attend and contribute at staff meetings.

Personal and People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of clinical engineering.
- Monitor own performance against agreed objectives and standards.
- Keep up to date on job related issues as appropriate.
- Keep log of own performance and in-service training log for purposes of appraisal.

Health Safety Responsibilities

- Adhere to the health and safety policies, guidelines/protocols (eg. the use of personal protective clothing/equipment
- Take care of own safety and that of other staff in the unit - reporting all accidents/incidents, completing relevant documentation and undertake further investigation as directed.
- Assist the Unit in-Charge to maintain a safe, clean, and pleasant working environment taking remedial action when necessary.

Quality Assurance

- Work within the prescribed quality standards for clinical engineering services
- Comply with the GHS quality assurance policy and guidelines.

Further Information

- The post holder must at all times:
 - o Work in accordance with the GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient's Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification

Technologist, Clinical Engineering

Criteria	Essential	Desirable
<i>Educational Qualification and Experience</i>	HND in Medical Electronics/Clinical Engineering/Biomedical Engineering or equivalent and at least ONE (1) year internship or National Service at a recognized health facility	Advanced Diploma in Medical Equipment Maintenance/medical Electronics or equivalent
<i>Knowledge</i>	Knowledge in instrumentation. Knowledge in Physiology and anatomy Knowledge in radiation etc. Understanding of clinical environment.	
<i>Skills & Abilities</i>	Effective communication skills Mechanical aptitude and eye/hand coordination Interest in learning to work on new and/or upgraded equipment Accuracy and attention to detail Good interpersonal skills Ability to move from one place to another easily	Planning skills Negotiation skills Computer skills Report writing skills
<i>Personal Attributes</i>	Physically fit and capable of undertaking strenuous duties Integrity, flexibility, enthusiasm, motivation, commitment, courteous, considerate, team player and trustworthy.	

1.2.2 Senior Technologist (Clinical Engineering)

Job Title	:	Technologist, Clinical Engineering
Grade	:	Senior Technologist (Clinical Engineering)
Responsible To	:	Unit-In-Charge
Accountable To	:	Head of Department

Job Purpose

To ensure availability of functional equipment which are maximally applied for their intended purposes in the facility

Main Duties and Responsibilities

- Provision of technical guidelines and advice
 - Disseminate guidelines on the appropriate use of equipment
 - Assist in ensuring compliance on appropriate use of equipment
 - Carry out assessment on the equipment and advise on equipment to be included on the replacement program
 - Contribute to the preparation of annual procurement plan
 - Assist in the identification, procurement and maintenance of equipment
 - Provide information for the development and review of equipment policy
 - Contribute to the preparation of schedules for the installation, servicing and repairs of equipment undertake user training.
 - Advise staff on appropriate use of equipment
 - Update and maintain equipment database and actively participate in management of spare-parts
- Planned preventive maintenance
 - Participate in the execution of preventive maintenance schedules for equipment
 - Contribute to the development of procedures, protocols and standards for maintenance program
 - Draw up maintenance work schedule
 - Prepare budget for preventive maintenance
 - Monitor and certify works done by subordinates
 - Monitor, supervise and advise on maintenance activities
- Corrective Maintenance
 - Participate in the scheduling, examination and repairs of broken down equipment
 - Contribute to the development of procedures, protocols and standards for corrective maintenance program
 - Determine the spare-parts required, evaluate the cost and arrange for procurement

- Prepare bills for the work done
- Monitor and certify works done by subordinates
- Monitor, supervise and advise on maintenance activities

Communication and Working Relationships

- Maintain effective communication with colleagues and other staff to foster good team working relationships
- Participate in professional meetings and conferences as required
- Attend and contribute at staff meetings.

Personal and People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of clinical engineering.
- Monitor own performance against agreed objectives and standards.
- Keep up to date on job related issues as appropriate.
- Assist in the planning and designing of training programmes for the clinical engineering staff and other health care personnel
- Contribute to the continuing professional development of the clinical engineering staff
- Keep log of own performance and in-service training log for purposes of appraisal.

Health Safety Responsibilities

- Adhere to the health and safety policies, guidelines/protocols (eg. the use of personal protective clothing/equipment)
- Take care of own safety and that of the other staff in the unit - reporting all accidents/incidents, completing relevant documentation and undertake further investigation as directed.
- Assist the Unit in-Charge to maintain a safe, clean, and pleasant working environment taking remedial action when necessary.

Quality Assurance

- Work within the prescribed quality standards for clinical engineering services
- Comply with the GHS quality assurance policy and guidelines.

Further Information

- The post holder must at all times:
 - Work in accordance with the GHS Code of Professional Conduct and Disciplinary Procedure.
 - Strictly adhere to the provisions of the Patient's Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

**Person Specification
Senior Technologist, Clinical Engineering**

Criteria	Essential	Desirable
<i>Educational Qualification and Experience</i>	HND in Medical Electronics/Clinical Engineering/Biomedical Engineering or equivalent and at least Three (3) years working experience at the level of Technologist plus continuing professional development. Demonstrate hands on experience in maintenance of medical equipment	Advanced Diploma in Medical Equipment Maintenance/medical Electronics or equivalent
<i>Knowledge</i>	Knowledge in instrumentation. Knowledge in Physiology and anatomy Knowledge in radiation etc. Understanding of clinical environment.	
<i>Skills & Abilities</i>	Effective communication skills Mechanical aptitude and eye/hand coordination Interest in learning to work on new and/or upgraded equipment Accuracy and attention to detail Good interpersonal skills Report writing skills Ability to move from one place to another easily	Planning skills Negotiation skills Computer skills
<i>Personal Attributes</i>	Integrity, flexibility, enthusiasm, motivation, commitment, courteous, considerate, team player and trustworthy.	

1.2.3 Principal Technologist (Clinical Engineering)

Job Title	:	Technologist, Clinical engineering
Grade	:	Principal Technologist (Clinical Engineering)
Responsible To	:	Head of Unit/Department
Accountable To	:	Head of Department

Job Purpose

To ensure availability of functional equipment which are maximally applied for their intended purposes in the facility

Main Duties and Responsibilities

- Provision of technical guidelines and advice
 - Contribute to the development and dissemination of guidelines on the appropriate use of equipment
 - Ensure compliance on appropriate use of equipment
 - Carry out assessment on the equipment and advise on equipment to be included on the replacement program
 - Contribute to the preparation of annual procurement plan
 - Participate in the identification, procurement and maintenance of the equipment
 - Provide information for the development and review of equipment policy
 - Contribute to the preparation of schedules for installation, servicing and repairs of equipment and undertake user training.
 - Advise staff on appropriate use of the equipment
 - Update and maintain equipment database and participate in management of spare-parts
- Planned preventive maintenance
 - Participate in the execution of preventive maintenance schedules for clinical equipment
 - Contribute to development of procedures, protocols and standards for maintenance program
 - Carry out assessment from time to time to determine the validity of equipment on the maintenance program
 - Draw up maintenance work schedule
 - Prepare budget for preventive maintenance
 - Monitor and certify works done by subordinates
 - Monitor, supervise and advise on maintenance activities
- Corrective Maintenance
 - Participate in the scheduling, examination and repairs of broken down equipment

- Contribute to development of procedures, protocols and standards for corrective maintenance program
- Carry out assessment from time to time to determine the cost effectiveness of repairs of equipment as against replacement
- Determine spare-parts required, evaluate the cost and arrange for procurement
- Prepare bills for the work done
- Monitor and certify works done by subordinates
- Monitor, supervise and advise on maintenance activities

Communication and Working Relationships

- Maintain effective communication with colleagues and other staff to foster good team working relationships
- Participate in professional meetings and conferences as required
- Attend and contribute at staff meetings.

Personal and People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of clinical engineering.
- Monitor own performance against agreed objectives and standards.
- Keep up to date on job related issues as appropriate.
- Contribute to the planning and designing of training programmes for the clinical engineering staff and other health care personnel
- Contribute to the continuing professional development of the clinical engineering staff
- Keep log of own performance and in-service training log for purposes of appraisal.

Management

- Contribute to the effective running of the unit by ensuring
 - Efficient management of equipment assigned
 - Efficient management of supplies to the unit
- Prepare and submit daily report for activities carried out and the materials used
- Participate in roster planning and monitoring
- Assist in maintaining good standards of records of all activities undertaken in the unit

Health Safety Responsibilities

- Adhere to the health and safety policies, guidelines/protocols (eg. the use of personal protective clothing/equipment)
- Take care of own safety and take all measures to ensure the safety of others - reporting all accidents/incidents, completing relevant documentation and undertake further investigation as directed.
- Assist the Unit in-Charge to maintain a safe, clean, and pleasant working environment taking remedial action when necessary.

Quality Assurance

- Work within the prescribed quality standards for clinical engineering services
- Comply with the GHS quality assurance policy and guidelines.

Further Information

- The post holder must at all times:
 - o Work in accordance with the GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient's Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification

Principal Technologist, Clinical Engineering

Criteria	Essential	Desirable
Educational Qualification and Experience	HND in Medical Electronics/Clinical Engineering/Biomedical Engineering or equivalent and at least Five (5) years working experience at the level of Senior Technologist plus continuing professional development. Demonstrate hands on experience in maintenance of medical equipment	Advanced Diploma in Medical Equipment Maintenance/medical Electronics or equivalent
Knowledge	Knowledge in instrumentation. Knowledge in Physiology and anatomy Knowledge in radiation etc. Understanding of clinical environment.	
Skills & Abilities	Effective communication skills Mechanical aptitude and eye/hand coordination Interest in learning to work on new and/or upgraded equipment Accuracy and attention to detail Good interpersonal skills Report writing skills Planning skills Negotiation skills Computer skills Ability to move from one place to another easily	
Personal Attributes	Physically fit and capable of undertaking strenuous duties Integrity, flexibility, enthusiasm, motivation, commitment, courteous, considerate, team player and trustworthy.	

1.2.4 Assistant Chief Technologist (Clinical Engineering)

Job Title	:	Clinical Engineering Technologist
Grade	:	Assistant Chief Technologist (Hospital Engineering)
Responsible To	:	Unit-In-Charge
Accountable To	:	Head of Department

Job Purpose

To ensure availability of functional equipment which are maximally applied for their intended purposes in the facility

Main Duties and Responsibilities

- Provision of technical guidelines and advice
 - Contribute to the development and dissemination of guidelines on the appropriate use of equipment
 - Ensure compliance on appropriate use of clinical equipment
 - Carry out assessment on the equipment and advise on equipment to be included on the replacement program
 - Contribute to the preparation of annual procurement plan for clinical equipment
 - Play active role in the identification, procurement and maintenance of clinical equipment
 - Provide information for the development and review of equipment policy
 - Prepare schedules for installation; servicing and repairs of equipment undertake user training.
 - Advise staff on appropriate use of the equipment
 - Update and maintain equipment database and actively participate in management of spare-parts

- Planned Preventive Maintenance
 - Play active role in the execution of preventive maintenance schedules for clinical equipment
 - Contribute to the development of procedures, protocols and standards for maintenance program
 - Carry out assessment from time to time to determine the validity of equipment on the maintenance program
 - Draw up maintenance work schedule
 - Prepare budget for preventive maintenance
 - Monitor and certify works done by subordinates
 - Monitor, supervise and advise on maintenance activities

- Corrective Maintenance
 - Play active role in the scheduling, examination and repairs of broken down equipment
 - Contribute to the development of procedures, protocols and standards for corrective maintenance program
 - Carry out assessment from time to time to determine the cost effectiveness of repairs of the equipment as against replacement
 - Determine spare-parts required, evaluate the cost and arrange for procurement
 - Prepare bills for the work done
 - Monitor and certify works done by subordinates
 - Monitor, supervise and advise on maintenance activities

Communication and Working Relationships

- Establish and maintain effective communication with colleagues and other staff to foster good team working relationships
- Participate in professional meetings and conferences as required
- Attend and contribute at staff meetings.

Personal and People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of clinical engineering.
- Monitor own performance against agreed objectives and standards.
- Keep up to date on job related issues as appropriate.
- Contribute to the planning and designing of training programmes for the clinical engineering staff and other health care personnel
- Contribute to the continuing professional development of the clinical engineering staff
- Keep log of own performance and in-service training log for purposes of appraisal.

Management

- Supervise and direct the activities of the Technologists, Technicians and Artisans in the unit
- Contribute to the effective running of the unit by ensuring
 - Efficient management of equipment assigned
 - Efficient management of supplies to the unit
- Prepare and submit daily report for activities carried out and the materials used
- Participate in roster planning and monitoring
- Assist in maintaining good standards of records of all activities undertaken in the unit

Health Safety Responsibilities

- Adhere to the health and safety policies, guidelines/protocols (eg. the use of personal protective clothing/equipment)

- Take care of own safety and take all measures to ensure the safety of others - reporting all accidents/incidents, completing relevant documentation and undertake further investigation as directed.
- Assist the Unit in-Charge to maintain a safe, clean, and pleasant working environment taking remedial action when necessary.

Quality Assurance

- Work within the prescribed quality standards for clinical engineering services
- Comply with the GHS quality assurance policy and guidelines.

Further Information

- The post holder must at all times:
 - o Work in accordance with the GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient's Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification
Assistant Chief Technologist, Clinical Engineering

Criteria	Essential	Desirable
<i>Educational Qualification and Experience</i>	<p>HND in Medical Electronics/ Clinical Engineering/ Biomedical Engineering or equivalent plus Advanced Diploma in Medical Equipment Maintenance/ Medical Electronics or equivalent and at least Three (3) years post advanced diploma working experience at the level of Senior Technologist plus continuing professional development and training in management.</p> <p>Or</p> <p>HND in Medical Electronics/ Clinical Engineering/ Biomedical Engineering or equivalent plus Advanced Diploma in Medical Equipment Maintenance/ Medical Electronics or equivalent at the level of Principal Technologist plus continuing professional development and training in management.</p> <p>Or</p> <p>HND in Medical Electronics/ Clinical Engineering/ Biomedical Engineering or equivalent and at least Five (5) years working experience at the level of Principal Technologist plus continuing professional development and training in management.</p> <p>Demonstrate hands on experience in maintenance of medical equipment</p>	
<i>Knowledge</i>	<p>Knowledge in instrumentation.</p> <p>Knowledge in physiology and anatomy</p> <p>Knowledge in radiation etc.</p> <p>Understanding of clinical environment.</p>	
<i>Skills & Abilities</i>	<p>Effective communication skills</p> <p>Mechanical aptitude and eye/hand coordination</p> <p>Interest in learning to work on new and/or upgraded equipment</p> <p>Accuracy and attention to detail</p> <p>Good interpersonal skills</p> <p>Report writing skills</p> <p>Planning skills</p> <p>Negotiation skills</p> <p>Computer skills</p> <p>Ability to move from one place to another easily</p>	
<i>Personal Attributes</i>	<p>Physically fit and capable of undertaking strenuous duties</p> <p>Integrity, flexibility, enthusiasm, motivation, commitment, courteous, considerate, team player and trustworthy.</p>	

1.2.5 Chief Technologist (Clinical Engineering)

Job Title	:	Clinical Engineering Technologist
Grade	:	Chief Technologist (Hospital Engineering)
Responsible To	:	Head of Unit/Department
Accountable To	:	Head of Department/Division

Job Purpose

To ensure availability of functional equipment which are maximally applied for their intended purposes in the facility

Main Duties and Responsibilities

- Provision of technical guidelines and advice
 - Contribute to the development and dissemination of guidelines on the appropriate use of equipment
 - Ensure compliance on appropriate use of clinical equipment
 - Carry out assessment on the equipment and advise on equipment to be included on the replacement program
 - Contribute to the preparation of annual procurement plan for clinical equipment
 - Play active role in the identification, procurement and maintenance of clinical equipment
 - Provide information for the development and review of equipment policy
 - Prepare schedules for installation; servicing and repairs of equipment undertake user training.
 - Advise staff on appropriate use of the equipment
 - Update and maintain equipment database and actively participate in management of spare-parts

- Planned Preventive Maintenance
 - Play active role in the execution of preventive maintenance schedules for clinical equipment
 - Contribute to the development of procedures, protocols and standards for maintenance program
 - Carry out assessment from time to time to determine the validity of equipment on the maintenance program
 - Draw up maintenance work schedule
 - Prepare budget for preventive maintenance
 - Monitor and certify works done by subordinates
 - Monitor, supervise and advise on maintenance activities

- Corrective Maintenance
 - Play active role in the scheduling, examination and repairs of broken down equipment
 - Contribute to the development of procedures, protocols and standards for corrective maintenance program
 - Carry out assessment from time to time to determine the cost effectiveness of repairs of the equipment as against replacement
 - Determine spare-parts required, evaluate the cost and arrange for procurement
 - Prepare bills for the work done
 - Monitor and certify works done by subordinates
 - Monitor, supervise and advise on maintenance activities

Communication and Working Relationships

- Establish and maintain effective communication with colleagues and other staff to foster good team working relationships
- Participate in professional meetings and conferences as required
- Attend and contribute at staff meetings.

Personal and People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of clinical engineering.
- Monitor own performance against agreed objectives and standards.
- Keep up to date on job related issues as appropriate.
- Contribute to the planning and designing of training programmes for the clinical engineering staff and other health care personnel
- Contribute to the continuing professional development of the clinical engineering staff
- Keep log of own performance and in-service training log for purposes of appraisal.

Management

- Supervise and direct the activities of the Technologists, Technicians and Artisans in the unit
- Ensure efficient management of equipment assigned
- Ensure roster planning and monitoring in the unit.
- Ensure effective and efficient use of human and material resources in the unit
- Maintain good standards of records of all activities undertaken in the unit
- Contribute to the preparation of budget and annual report for activities of the unit
- Contribute to devising of improved job methods for increasing efficiency in the unit

Health Safety Responsibilities

- Adhere to the health and safety policies, guidelines/protocols (eg. the use of personal protective clothing/equipment)

- Take care of own safety and take all measures to ensure the safety of others - reporting all accidents/incidents, completing relevant documentation and undertake further investigation as directed.
- Ensure maintenance of a safe, clean, and pleasant working environment taking remedial action when necessary.

Quality Assurance

- Work within the prescribed quality standards for clinical engineering services
- Comply with the GHS quality assurance policy and guidelines.

Further Information

- The post holder must at all times:
 - o Work in accordance with the GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient's Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

**Person Specification
Chief Technologist, Clinical Engineering**

Criteria	Essential	Desirable
Educational Qualification and Experience	HND in Medical Electronics/ Clinical Engineering/ Biomedical Engineering or equivalent plus Advanced Diploma in Medical Equipment Maintenance/ Medical Electronics or equivalent and at least five (5) years working experience at the level of Assistant Chief Technologist plus continuing professional development and training in management. Demonstrate hands on experience in maintenance of medical equipment	
Knowledge	Knowledge in instrumentation. Knowledge in physiology and anatomy Knowledge in radiation etc. Understanding of clinical environment.	
Skills & Abilities	Effective communication skills Mechanical aptitude and eye/hand coordination Interest in learning to work on new and/or upgraded equipment Accuracy and attention to detail Good interpersonal skills Report writing skills Planning skills Negotiation skills Computer skills Ability to move from one place to another easily	
Personal Attributes	Physically fit and capable of undertaking strenuous duties Integrity, flexibility, enthusiasm, motivation, commitment, courteous, considerate, team player and trustworthy.	

1.3 TECHNICIANS, CLINICAL ENGINEERING

1.3.1 Technician, Clinical Engineering

Job Title	:	Technician, Clinical Engineering
Grade	:	Technician, Clinical Engineering
Responsible To	:	Unit-In-Charge
Accountable To	:	Head of Department

Job Purpose

To assist in ensuring availability of functional equipment which are maximally applied for their intended purposes in the facility

Main Duties and Responsibilities

- Provision of technical guidelines and advice
 - Assist in the dissemination of guidelines on the appropriate use of equipment
 - Report on the status of equipment and provide information on equipment to be included on the replacement program
 - Provide information for the development and review of the equipment policy
 - Assist in the preparation of schedules for the installation, servicing and repairs of equipment
 - Advise staff on appropriate use of the equipment and participate in the training of the users of equipment.
 - Update and maintain equipment database and actively participate in management of spare-parts
 - Participate in equipment market survey
- Planned preventive maintenance
 - Participate in the execution of preventive maintenance schedules for the equipment
 - Assist in the implementation of procedures, protocols and standards for maintenance program
 - Provide feedback on the status of equipment worked on
 - Follow the maintenance work schedule provided
 - Provide input for the preparation of budget for preventive maintenance
 - Submit report on the work done for certification
- Corrective maintenance
 - Carry out repairs on equipment assigned within the shortest possible time by the best method
 - Determine the spare-parts required and initiate the process for procurement
 - Carry out safety checks and calibration where necessary after repairs
 - Report to the supervisor for certification after work

- Assist in updating database and other relevant information on equipment

Communication and Working Relationships

- Maintain effective communication with colleagues and other staff.
- Attend and contribute at staff meetings
- Effectively work in a team with other maintenance staff in the facility.

Personal and People Development

- Attend in-house training sessions in relation to maintenance of medical equipment to update knowledge and skills.
- Monitor own performance against agreed objectives and standards.
- Assist in the training of new entrants
- Keep log of own performance and in-service training log for purposes of appraisal.

Health Safety Responsibilities

- Take care of own safety and others who may be affected by your actions or omissions
- Adhere to the GHS Safety Policies and use any equipment or personal protective equipment provided to ensure safety.
- Report any accident, damage to equipment/tools or ill health, failings in premises, or personal protective equipment to the Unit In-Charge
- Assist the Unit in-Charge to maintain safe systems and safe workplace.

Quality Assurance

- Work within the prescribed quality standard of the clinical engineering services
- Comply with the GHS quality assurance policy and guidelines.

Further Information

- The post holder must at all times:
 - Work in accordance with the GHS Code of Professional Conduct and Disciplinary Procedure.
 - Strictly adhere to the provisions of the Patient's Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Technician, Clinical Engineering

<i>Criteria</i>	Essential	Desirable
<i>Educational Qualification And Experience</i>	Post SSSCE Certificate (CTC II or City and Guilds part II in Engineering) or its equivalent	
<i>Knowledge</i>	Knowledge in instrumentation. Knowledge in radiation Understanding of clinical environment.	
<i>Skills & Abilities</i>	Effective communication and interpersonal skills Mechanical aptitude and eye/hand coordination Interest in learning to work on new and/or upgraded equipment Accuracy and attention to detail Ability to move from one place to another easily	
<i>Personal Attributes</i>	Physically fit and capable of undertaking strenuous duties. Integrity, commitment and courteous	

1.3.2 Senior Technician, Clinical Engineering

Job Title	:	Technician, Clinical engineering
Grade	:	Senior Technician, Clinical engineering
Responsible To	:	Unit-In-Charge
Accountable To	:	Head of Department

Job Purpose

To assist in ensuring availability of functional equipment which are maximally applied for their intended purposes in the facility

Main Duties and Responsibilities

- Provision of technical guidelines and advice
 - Participate in the dissemination of guidelines on the appropriate use of equipment
 - Report on the status of equipment and provide information on equipment to be included on the replacement program
 - Provide information for the development and review of the equipment policy
 - Assist in the preparation of schedules for the installation, servicing and repairs of equipment
 - Advise staff on appropriate use of the equipment and participate in the training of the users of equipment.
 - Assist in updating and maintaining equipment database
 - Assist Technologists to undertake equipment market surveys
- Planned preventive maintenance
 - Participate in the execution of preventive maintenance schedules for equipment
 - Participate in the implementation of procedures, protocols and standards for maintenance program
 - Provide feedback on the status of equipment worked on
 - Follow the maintenance work schedule provided
 - Provide input for the preparation of budget for preventive maintenance
 - Submit report on the work done for certification
- Corrective maintenance
 - Carry out repairs on equipment assigned within the shortest possible time by the best method
 - Determine the spare-parts required and initiate the process for procurement
 - Carry out safety checks and calibration where necessary after repairs
 - Report to the supervisor for certification after work
 - Update the database and other relevant information

Communication and Working Relationships

- Maintain effective communication with colleagues and other staff.
- Attend and contribute at staff meetings
- Effectively work in a team with other maintenance staff in the facility.

Personal and People Development

- Attend in-house training sessions in relation to maintenance of medical equipment to update knowledge and skills.
- Monitor own performance against agreed objectives and standards.
- Assist in the training of Artisans and new entrants
- Keep log of own performance and in-service training log for purposes of appraisal.

Health Safety Responsibilities

- Take care of own safety and others who may be affected by your actions or omissions
- Adhere to the GHS Safety Policies and use any equipment or personal protective equipment provided to ensure safety.
- Report any accident, damage to equipment/tools or ill health, failings in premises, or personal protective equipment to the Unit In-Charge
- Assist the Unit in-Charge to maintain safe systems and safe workplace.

Quality Assurance

- Work within the prescribed quality standard of the clinical engineering services
- Comply with the GHS quality assurance policy and guidelines.

Further Information

- The post holder must at all times:
 - o Work in accordance with the GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient's Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Senior Technician, Clinical Engineering

<i>Criteria</i>	Essential	Desirable
<i>Educational Qualification and Experience</i>	<p>Post SSSCE Certificate (CTC II or City and Guilds part II in Engineering) or its equivalent and at least Three (3) years working experience at the level of Technician</p> <p>Demonstrate hands on experience in maintenance of medical equipment</p>	
<i>Knowledge</i>	<p>Knowledge in instrumentation.</p> <p>Knowledge in radiation</p> <p>Understanding of clinical environment.</p>	
<i>Skills & Abilities</i>	<p>Effective communication and interpersonal skills</p> <p>Mechanical aptitude and eye/hand coordination</p> <p>Interest in learning to work on new and/or upgraded equipment</p> <p>Accuracy and attention to detail</p> <p>Ability to move from one place to another easily</p>	
<i>Personal Attributes</i>	<p>Physically fit and capable of undertaking strenuous duties.</p> <p>Integrity, commitment and courteous</p>	

1.3.3 Principal Technician, Clinical Engineering

Job Title	:	Technician, Clinical Engineering
Grade	:	Principal Technician, Clinical Engineering
Responsible To	:	Unit-In-Charge
Accountable To	:	Head of Department

Job Purpose

To assist in ensuring availability of functional equipment which are maximally applied for their intended purposes in the facility

Main Duties and Responsibilities

- Provision of technical guidelines and advice
 - Participate in the dissemination of guidelines on the appropriate use of equipment
 - Report on the status of equipment and provide information on the equipment to be included on the replacement program
 - Provide information for the development and review of the equipment policy
 - Assist Technologist to prepare schedules for the installation, servicing and repairs of equipment
 - Advise staff on appropriate use of the equipment and participate in the training of the users of the equipment.
 - Update and maintain equipment database and actively participate in management of spare-parts
 - Assist Technologists to undertake equipment market survey
- Planned preventive maintenance
 - Participate in the execution of preventive maintenance schedules for equipment
 - Implement procedures, protocols and standards for maintenance program
 - Provide feedback on the status of equipment worked on
 - Follow the maintenance work schedule provided
 - Provide input for the preparation of budget for preventive maintenance
 - Submit report on the work done for certification
- Corrective Maintenance
 - Carry out repairs on equipment assigned within the shortest possible time by the best method
 - Determine the spare-parts required and initiate the process for procurement
 - Carry out safety checks and calibration where necessary after repairs
 - Report to the supervisor for certification after work
 - Update the database and other relevant information

Communication and Working Relationships

- Maintain effective communication with colleagues and other staff.
- Attend and contribute at staff meetings
- Effectively work in a team with other maintenance staff in the facility.

Personal and People Development

- Attend in-house training sessions in relation to maintenance of medical equipment to update knowledge and skills.
- Monitor own performance against agreed objectives and standards.
- Assist in the training of Artisans and new entrants
- Keep log of own performance and in-service training log for purposes of appraisal.

Health Safety Responsibilities

- Take care of own safety and others who may be affected by your actions or omissions
- Adhere to the GHS Safety Policies and use any equipment or personal protective equipment provided to ensure safety.
- Report any accident, damage to equipment/tools or ill health, failings in premises, or personal protective equipment to the Unit In-Charge
- Assist the Unit in-Charge to maintain safe systems and safe workplace.

Quality Assurance

- Work within the prescribed quality standard of the clinical engineering services
- Comply with the GHS quality assurance policy and guidelines.

Further Information

- The post holder must at all times:
 - o Work in accordance with the GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient's Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Principal Technician, Clinical Engineering

Criteria	Essential	Desirable
Educational Qualification and Experience	Post SSSCE Certificate (CTC II or City and Guilds part II in Engineering) or its equivalent and at least Five (5) years working experience at the level of Senior Technician Demonstrate hands on experience in maintenance of medical equipment	
Knowledge	Knowledge in instrumentation. Knowledge in radiation Understanding of clinical environment.	
Skills & Abilities	Effective communication and interpersonal skills Mechanical aptitude and eye/hand coordination Interest in learning to work on new and/or upgraded equipment Accuracy and attention to detail Ability to Plan job Report writing skills Ability to move from one place to another easily	Computer skills
Personal Attributes	Physically fit and capable of undertaking strenuous duties. Integrity, commitment and courteous	

1.4 ARTISANS, CLINICAL ENGINEERING

1.4.1 Artisan, Clinical Engineering

Job Title	:	Artisan, Clinical Engineering
Grade	:	Artisan, Clinical Engineering
Responsible To	:	Unit-In-Charge
Accountable To	:	Head of Department/Divisional Head

Job Purpose

To install, maintain, repair, and perform preventive and corrective maintenance on equipment and appliances in the facility

Main Duties and Responsibilities

- Planned preventive maintenance
 - Perform scheduled preventive maintenance work on equipment in assigned departments or areas
 - Undertake regular cleaning, lubrication, replacing parts of equipment.
 - Regularly follow up on the equipment to verify their functional state.
 - Maintain a log of repairs, electrical safety testing, and maintenance actions taken
 - Keep accurate records of time and materials utilized in the performance of the duties.
- Corrective maintenance
 - Handle assorted repairs and servicing of equipment.
 - Verify and report any equipment malfunction for action to be taken
 - Undertake cleaning and lubrication of equipment worked on.
 - Report to the team leader for certification after work
 - Assist in maintaining and updating database of repair and technical support information required to perform repairs on a variety of equipment.
- Installation of equipment
 - Assist in the installation and repair of equipment following manufacturer's instructions and department safety precautions.
 - Assist in testing new equipment.

Communication and Working Relationship

- Maintain effective communication with work colleagues and other staff
- Attend and contribute at general staff meetings.

Person and People Development

- Attend in-house training sessions relating to maintenance of equipment and appliances to update knowledge and skills.
- Keep up to date on job related issues as appropriate.
- Keep log of own performance and in-service training log for purposes of appraisal.

Health & Safety Responsibilities

- Take care of own safety and that of other colleagues, clients and visitors as appropriate.
- Work in compliance with all GHS health and safety requirements
- Operate all tools correctly and safely and report any damage to equipment/tools or accident/incidents in the course of duty to Superior Officers in accordance with standard protocols.
- Assist the Unit in-Charge to maintain safe systems and safe workplace.

Quality Assurance

- Work within the prescribed quality standard of the clinical engineering services
- Comply with the GHS quality assurance policy and guidelines

Further Information

- The post holder must at all times:
 - o Work in accordance with GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient's Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification

Artisan, Clinical Engineering

Criteria	Essential	Desirable
Educational Qualification And Experience	GCE O'Level/ SSSCE Certificate Equivalent (City & Guilds intermediate or Part I)	
Knowledge	Basic Knowledge of instrumentation Understanding of clinical environment	
Skills & Abilities	Ability to read and write simple English Good interpersonal skills Ability to move from one place to another easily	
Personal Attributes	Physically fit and capable of undertaking strenuous duties. Integrity, commitment and courteous	

1.4.2 Senior Artisan, Clinical Engineering

Job Title	:	Artisan, Clinical Engineering
Grade	:	Senior Artisan, Clinical Engineering
Responsible To	:	Unit-In-Charge
Accountable To	:	Head of Department

Job Purpose

To install, maintain, repair, and perform preventive and corrective maintenance equipment and appliances in the facility

Main Duties and Responsibilities

- Planned preventive maintenance
 - Perform scheduled preventive maintenance work on equipment in assigned departments or areas
 - Undertake regular cleaning, lubrication, replacing parts of equipment.
 - Regularly follow up on the equipment to verify their functional state.
 - Maintain a log of repairs, electrical safety testing, and maintenance actions taken
 - Keep accurate records of time and materials utilized in the performance of the duties.
- Corrective maintenance
 - Handle assorted repairs and servicing of equipment.
 - Verify and report any equipment malfunction for action to be taken
 - Undertake cleaning and lubrication of equipment worked on.
 - Report to the team leader for certification after work
 - Maintain and update a database of repair and technical support information required to perform repairs on a variety of equipment.
- Installation of Equipment
 - Assist in the installation and repair of equipment following manufacturer's instructions and department safety precautions.
 - Assist in testing new equipment

Communication and Working Relationship

- Maintain effective communication with work colleagues and other staff
- Attend and contribute at general staff meetings.

Personal Development and People Development

- Attend in-house training sessions relating to maintenance of equipment and appliances to update knowledge and skills.
- Keep up to date on job related issues as appropriate.
- Keep log of own performance and in-service training log for purposes of appraisal.

Health Safety Responsibilities

- Take care of own safety and that of other colleagues, clients and visitors as appropriate.
- Work in compliance with all GHS health and safety requirements
- Operate all tools correctly and safely and report any damage to equipment/tools or accident/incidents in the course of duty to Superior Officers in accordance with standard protocols.
- Assist the Unit in-Charge to maintain safe systems and safe workplace.

Quality Assurance

- Work within the prescribed quality standard of the clinical engineering services
- Comply with the GHS quality assurance policy and guidelines

Further Information

- The post holder must at all times:
 - o Work in accordance with the GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient's Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification

Senior Artisan, Clinical Engineering

<i>Criteria</i>	Essential	Desirable
<i>Educational Qualification And Experience</i>	GCE O'Level/ SSSCE Certificate Equivalent (City & Guilds intermediate or Part I) and at least three (3) years working experience at the level of Artisan plus continuing training in maintenance of equipment Demonstrate hands on experience in maintenance of medical equipment	
<i>Knowledge</i>	Basic Knowledge of instrumentation Understanding of clinical environment	
<i>Skills & Abilities</i>	Ability to read and write simple English Good interpersonal skills Ability to move from one place to another easily	Ability to Plan job
<i>Personal Attributes</i>	Physically fit and capable of undertaking strenuous duties. Integrity, commitment and courteous	

1.4.3 Principal Artisan, Clinical Engineering

Job Title	:	Artisan, Clinical Engineering
Grade	:	Principal Artisan, Clinical Engineering
Responsible To	:	Unit-In-Charge
Accountable To	:	Head of Department

Job Purpose

To install, maintain, repair, and perform preventive and corrective maintenance on equipment and appliances in the facility

Main Duties and Responsibilities

- Planned preventive maintenance
 - Perform scheduled preventive maintenance work on equipment in assigned departments or areas
 - Undertake regular cleaning, lubrication, replacing parts of equipment.
 - Regularly follow up on the equipment to verify their functional state.
 - Maintain a log of repairs, electrical safety testing, and maintenance actions taken
 - Keep accurate records of time and materials utilized in the performance of the duties.
- Corrective maintenance
 - Handle assorted repairs and servicing of equipment.
 - Verify and report any equipment malfunction for action to be taken
 - Ensure cleaning and lubrication of equipment worked on.
 - Report to the team leader for certification after work
 - Maintain and update a database of repair and technical support information required to perform repairs on a variety of equipment.
- Installation of equipment
 - Install and repair equipment following manufacturer's instructions and department safety precautions.
 - May make recommendations regarding appropriate courses of action or resolution of equipment related issues.
 - Assist in testing new equipment
 - Assist in designing, modifying, and installing mechanical or electrical alterations to new and existing equipment in order to improve efficiency, performance, and/or extend the life of hospital equipment.

Communication and Working Relationship

- Maintain effective communication with work colleagues, other staff and clients
- Attend and contribute at general staff meetings.
- Effectively work in a team with other health workers

Personal Development and People Development

- Attend in-house training sessions relating to maintenance of equipment and appliances to update knowledge and skills.
- Keep up to date on job related issues as appropriate.
- Keep log of own performance and in-service training log for purposes of appraisal.

Health Safety Responsibilities

- Take care of own safety and that of other colleagues, clients and visitors as appropriate.
- Work in compliance with all GHS health and safety requirements
- Operate all tools correctly and safely and report any damage to equipment/tools or accident/incidents in the course of duty to Superior Officers in accordance with standard protocols.
- Assist the Unit in-Charge to maintain safe systems and safe workplace.

Quality Assurance

- Work within the prescribed quality standard of the clinical engineering services
- Comply with the GHS quality assurance policy and guidelines

Further Information

- The post holder must at all times:
 - o Work in accordance with the GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient's Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification

Principal Artisan, Clinical Engineering

<i>Criteria</i>	Essential	Desirable
<i>Educational Qualification And Experience</i>	GCE O'Level/ SSSCE Certificate Equivalent (City & Guilds intermediate or Part I) and at least Five (5) years working experience at the level of Senior Artisan plus continuing training in maintenance of equipment	

	Demonstrate hands on experience in maintenance of medical equipment	
Knowledge	Basic Knowledge of instrumentation Understanding of clinical environment	
Skills & Abilities	Ability to read and write simple English Good interpersonal skills Ability to move from one place to another easily	Ability to Plan job
Personal Attributes	Physically fit and capable of undertaking strenuous duties. Integrity, commitment and courteous	

2. MECHANICAL ENGINEERING STAFF

2.1 MECHANICAL ENGINEERS

2.1.1 Mechanical Engineer

Job Title : Mechanical Engineer

Grade : Mechanical Engineer

Responsible To : Unit-In-Charge

Accountable : Head of Department

Job Purpose

To oversee a fleet of motor vehicles including motorcycles of the Service and ensure that they are properly maintained to provide transportation for efficient service delivery at all times.

Main Duties and Responsibilities

- Assist in carrying out assessment on vehicles and motorcycles and drawing up vehicle disposal and replacement program
- Contribute to the preparation of annual procurement plans and budget for vehicles and motorcycles
- Assist in writing specification for the purchase of new and used vehicles working within the budget that has been established
- Provide technical advice for the selection and procurement as well as disposal of vehicles and motorcycles in a cost effective manner.
- Assist in coordinating the operation, maintenance and repair activities to obtain optimum utilization of all vehicles and motorcycles. This includes:
 - Developing procedures, protocols and standards for maintenance program.
 - Drawing up preventive and corrective maintenance schedules for the motorcycles and vehicles.
 - Preparing budget for preventive and corrective maintenance
 - Ensuring that all vehicle and motorcycle repairs meet the standard requirements of the maintenance guidelines and procedures
 - Monitoring and certifying works done
- Maintain fleet maintenance history for all vehicles and motorcycles
- Participate in the development and review of transport policy and guidelines
- Assist in the dissemination and implementation of the transport policy and guidelines
- Perform any other duty that may be assigned

Communication and Working Relationship

- Maintain effective communication with colleagues and clients to foster good team working relationships

- Attend and contribute at staff meetings
- Participate in professional meetings and conferences as required

Personal and People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of mechanical engineering.
- Monitor own performance against agreed objectives and standards.
- Participate in the training of subordinate staff as required
- Participate in the induction of new staff in the unit
- Keep log of own performance and in-service training log for purposes of appraisal.

Research

- Participate in operational research.

Health Safety Responsibilities

- Adhere to the health and safety policies, guidelines/protocols (eg. the use of personal protective clothing/equipment)
- Take care of own safety and that of other staff in the unit - reporting all accidents/incidents, completing relevant documentation and undertake further investigation as directed.
- Assist the Unit in-Charge to maintain a safe, clean, and pleasant working environment taking remedial action when necessary.

Quality Assurance

- Comply with all GHS Quality Assurance Policy guidelines and work within the prescribed quality standards for the mechanical engineering services
- Keep up-to-date with quality developments relevant to area of work and related services.

Further Information

- The post holder must at all times:
 - Work in accordance with the GHS Code of Ethics and Code of Conduct and Disciplinary Procedures.
 - Strictly adhere to the provisions of the Patient's Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

**Person Specification
Mechanical Engineer**

Criteria	Essential	Desirable
<i>Educational Qualification and Experience</i>	BSc Mechanical Engineering or Equivalent and at least ONE (1) year internship or national service in a recognized health facility	MSc Mechanical Engineering or Equivalent
<i>Knowledge</i>	Knowledge in auto engineering and general repair/maintenance of vehicles and motorcycles Knowledge and understanding of GHS/MOH Transport Policies and Procedures Knowledge of Health and Safety	
<i>Skills & Abilities</i>	Effective communication skills Good interpersonal skills Report writing skills Mechanical aptitude and eye/hand coordination Troubleshooting skills Accuracy and attention to detail Ability to move from one place to another easily	Planning skills Negotiation skills Computer skills
<i>Personal Attributes</i>	Physically fit and capable of undertaking strenuous duties Integrity, flexibility, enthusiasm, motivation, commitment, courteous, considerate, team player and trustworthy.	

2.1. 3 Senior Mechanical Engineer

Job Title	: Mechanical Engineer
Grade	: Senior Mechanical Engineer
Responsible To	: Unit-In-Charge
Accountable	: Head of Department

Job Purpose

To oversee a fleet of motor vehicles including motorcycles of the Service and ensure that they are properly maintained to provide transportation for efficient service delivery at all times.

Main Duties and Responsibilities

- Carry out assessment on vehicles and motorcycles and assist in drawing up vehicle disposal and replacement program
- Contribute to the preparation of annual procurement plans and budget for vehicles and motorcycles
- Write specification for the purchase of new and used vehicles working within the budget that has been established
- Advise on appropriate use and lifespan of vehicles and motorcycles
- Provide technical advice for the selection and procurement as well as disposal of vehicles and motorcycles in a cost effective manner.
- Play active role in coordinating the operation, maintenance and repair activities to obtain optimum utilization of all vehicles and motorcycles. This includes:
 - Developing procedures, protocols and standards for maintenance program.
 - Drawing up preventive and corrective maintenance schedules for the motorcycles and vehicles.
 - Preparing budget for preventive and corrective maintenance
 - Ensuring that all vehicle and motorcycle repairs meet the standard requirements of the maintenance guidelines and procedures
 - Monitoring and certifying works done
- Maintain fleet maintenance history for all vehicles and motorcycles
- Contribute to the development and review of transport policy and guidelines
- Participate in the dissemination and implementation of the transport policy and guidelines
- Perform any other duty that may be assigned

Communication and Working Relationship

- Maintain effective communication with colleagues and other staff in the facility to foster good team working relationships
- Attend and contribute at staff meetings
- Participate in professional meetings and conferences as required

Personal and People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of mechanical engineering.
- Monitor own performance against agreed objectives and standards.
- Participate in the training of subordinate staff as required
- Participate in the induction of new staff in the unit
- Contribute to Continuing Professional Development (CPD) of Mechanical Engineering Staff.
- Keep log of own performance and in-service training log for purposes of appraisal.

Management

- Contribute to the effective running of the unit by ensuring:
 - Efficient management of equipment and tools assigned
 - Efficient management of supplies to the unit
- Prepare and submit daily report for activities carried out and the materials used
- Participate in roster planning and monitoring
- Assist in maintaining good standards of records of all activities undertaken in the unit
- Contribute to devising of improved job methods for increasing efficiency in the unit

Research

- Participate in operational research.

Health Safety Responsibilities

- Adhere to the health and safety policies, guidelines/protocols (eg. the use of personal protective clothing/equipment
- Take care of own safety and take all measures to ensure the safety of other staff in the unit - reporting all accidents/incidents, completing relevant documentation and undertake further investigation as directed.
- Assist the Unit in-Charge to maintain a safe, clean, and pleasant working environment taking remedial action when necessary.

Quality Assurance

- Comply with all GHS Quality Assurance Policy guidelines and work within the prescribed quality standards for the mechanical engineering services
- Keep up-to-date with quality developments relevant to area of work and related services.

Further Information

- The post holder must at all times:

- Work in accordance with the GHS Code of Ethics and Code of Conduct and Disciplinary Procedures.
- Strictly adhere to the provisions of the Patient's Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification
Senior Mechanical Engineer

Criteria	Essential	Desirable
<i>Educational Qualification and Experience</i>	BSc Mechanical Engineering or Equivalent and at least Three (3) years working experience at the level of Mechanical Engineer plus continuing professional development	MSc Mechanical Engineering or Equivalent
<i>Knowledge</i>	Knowledge in auto engineering and general repair/maintenance of vehicles and motorcycles Knowledge and understanding of GHS/MOH Transport Policies and Procedures Knowledge of Health and Safety	
<i>Skills & Abilities</i>	Effective communication skills Good interpersonal skills Report writing skills Mechanical aptitude and eye/hand coordination Troubleshooting skills Accuracy and attention to detail Planning skills Negotiation skills Computer skills Ability to move from one place to another easily	
<i>Personal Attributes</i>	Physically fit and capable of undertaking strenuous duties Integrity, flexibility, enthusiasm, motivation, commitment, courteous, considerate, team player and trustworthy.	

2.1.4 Principal Mechanical Engineer

Job Title	: Mechanical Engineer
Grade	: Principal Mechanical Engineer
Responsible To	: Unit-In-Charge
Accountable	: Head of Department/Divisional Head

Job Purpose

To oversee a fleet of motor vehicles including motorcycles of the Service and ensure that they are properly maintained to provide transportation for efficient service delivery at all times.

Main Duties and Responsibilities

- Carry out assessment on vehicles and motorcycles and assist in drawing up vehicle disposal and replacement program
- Contribute to the preparation of annual procurement plans and budget for vehicles and motorcycles
- Write specification for the purchase of new and used vehicles working within the budget that has been established
- Advise on appropriate use and lifespan of vehicles and motorcycles
- Provide technical advice for the selection and procurement as well as disposal of vehicles and motorcycles in a cost effective manner.
- Play active role in coordinating the operation, maintenance and repair activities to obtain optimum utilization of all vehicles and motorcycles. This includes:
 - Developing procedures, protocols and standards for maintenance program.
 - Drawing up preventive and corrective maintenance schedules for the motorcycles and vehicles.
 - Preparing budget for preventive and corrective maintenance
 - Ensuring that all vehicle and motorcycle repairs meet the standard requirements of the maintenance guidelines and procedures
 - Monitoring and certifying works done
- Maintain fleet maintenance history for all vehicles and motorcycles
- Contribute to the development and review of transport policy and guidelines
- Participate in the dissemination and implementation of the transport policy and guidelines
- Perform any other duty that may be assigned

Communication and Working Relationship

- Maintain effective communication with colleagues and other staff in the facility to foster good team working relationships
- Attend and contribute at staff meetings
- Participate in professional meetings and conferences as required

Personal and People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of mechanical engineering.
- Monitor own performance against agreed objectives and standards.
- Participate in the training of subordinate staff as required
- Participate in the induction of new staff in the unit
- Contribute to Continuing Professional Development (CPD) of Mechanical Engineering Staff.
- Keep log of own performance and in-service training log for purposes of appraisal.

Management

- Supervise and direct the activities of the subordinate staff in the unit
- Contribute to the effective running of the unit by ensuring:
 - Efficient management of equipment and tools assigned
 - Efficient management of supplies to the unit
- Prepare and submit daily report for activities carried out and the materials used
- Participate in roster planning and monitoring
- Maintain good standards of records of all activities undertaken in the unit
- Contribute to devising of improved job methods for increasing efficiency in the unit

Research

- Participate in operational research and equipment testing
- Apply relevant evidence-based research findings

Health Safety Responsibilities

- Adhere to the health and safety policies, guidelines/protocols (eg. the use of personal protective clothing/equipment
- Take care of own safety and take all measures to ensure the safety of other staff in the unit - reporting all accidents/incidents, completing relevant documentation and undertake further investigation as directed.
- Assist the Unit in-Charge to maintain a safe, clean, and pleasant working environment taking remedial action when necessary.

Quality Assurance

- Comply with all GHS Quality Assurance Policy guidelines and work within the prescribed quality standards for the mechanical engineering services
- Keep up-to-date with quality developments relevant to area of work and related services.

Further Information

- The post holder must at all times:

- Work in accordance with the GHS Code of Ethics and Code of Conduct and Disciplinary Procedures.
- Strictly adhere to the provisions of the Patient's Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification
Principal Mechanical Engineer

Criteria	Essential	Desirable
<i>Educational Qualification and Experience</i>	BSc Mechanical Engineering or Equivalent and at least Five (5) years working experience at the level of Senior Mechanical Engineer plus continuing professional development and training in management Experience in vehicle procurement planning and budgeting	MSc Mechanical Engineering or Equivalent
<i>Knowledge</i>	Knowledge in auto engineering and general repair/maintenance of vehicles and motorcycles Knowledge and understanding of GHS/MOH Transport Policies and Procedures Knowledge of GHS policies and operating procedures Knowledge of quality issues and health and safety	
<i>Skills & Abilities</i>	Effective communication skills Good interpersonal skills Report writing skills Mechanical aptitude and eye/hand coordination Troubleshooting skills Accuracy and attention to detail Planning skills Negotiation skills Computer skills Ability to move from one place to another easily	
<i>Personal Attributes</i>	Physically fit and capable of undertaking strenuous duties Integrity, flexibility, enthusiasm, motivation, commitment, courteous, considerate, team player and trustworthy.	

2.4 Deputy Chief Mechanical Engineer

Job Title	: Mechanical Engineer
Grade	: Deputy Chief Mechanical Engineer
Responsible To	: Unit-In-Charge
Accountable To	: Head of Department/Divisional Head

Job Purpose

To oversee a fleet of motor vehicles including motorcycles of the Service and ensure that they are properly maintained to provide transportation for efficient service delivery at all times.

Main Duties and Responsibilities

- Supervise the carrying out of assessment on vehicles and motorcycles as well as drawing up of vehicle disposal and replacement program
- Lead in the preparation of annual procurement plans and budget for vehicles and motorcycles
- Write specification for the purchase of new and used vehicles working within the budget that has been established
- Advise on appropriate use and lifespan of vehicles and motorcycles
- Provide technical advice for the selection and procurement as well as disposal of vehicles and motorcycles in a cost effective manner.
- Coordinate the operation, maintenance and repair activities to obtain optimum utilization of all vehicles and motorcycles. This includes:
 - Developing procedures, protocols and standards for maintenance program.
 - Drawing up preventive and corrective maintenance schedules for the motorcycles and vehicles.
 - Preparing budget for preventive and corrective maintenance
 - Ensuring that all vehicle and motorcycle repairs meet the standard requirements of the maintenance guidelines and procedures
 - Monitoring and certifying works done
- Maintain fleet maintenance history for all vehicles and motorcycles
- Contribute to the development and review of transport policy and guidelines
- Ensure dissemination and implementation of transport policy and guidelines
- Perform any other duty that may be assigned

Communication and Working Relationships

- Maintain effective communication with colleagues and other staff in the facility to foster good team working relationships
- Attend and contribute at general staff and management meetings
- Participate in professional meetings and conferences as required
- Be visible and approachable resource for both staff and client for health support services and personal issues

Personal and Staff Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of mechanical engineering.
- Monitor own performance against agreed objectives and standards.
- Plan and organize training programmes for staff in the unit.
- Plan and organize induction of new staff in the unit
- Undertake appraisal of performance of the staff in the unit
- Ensure Continuing Professional Development (CPD) of Mechanical Engineering Staff.
- Keep log of own performance and in-service training log for purposes of appraisal.

Management

- Supervise and direct the activities of the Mechanical Engineering Staff.
- Ensure efficient management of equipment and tools assigned
- Ensure roster planning, monitoring and documentation of all leave for staff in the unit
- Ensure effective and efficient use of human and material resources in the unit
- Ensure maintenance of good standards of records of all activities undertaken in the unit
- Contribute to the preparation of the facility plans and budget.
- Ensure preparation of periodic reports on the activities of the unit.
- Devise improved job methods for increasing efficiency in the unit

Research

- Conduct operational research and equipment testing
- Apply relevant evidence-based research findings

Health Safety Responsibilities

- Take care of own safety and others who may be affected by your actions or omissions
- Comply with existing Health and Safety Policies and Procedures of MOH/GHS
- Ensure that staff in the unit adhere to the safety policies, guidelines/protocols (eg. the use of personal protective clothing/equipment).
- Ensure that accidents/incidents or ill health, failings in equipment are reported and recorded.

Quality Assurance

- Ensure quality assurance systems are in place for monitoring quality and for investigating incidents and complaints in the unit.
- Comply with all GHS quality assurance policy and guidelines and work within the prescribed quality standards for the mechanical engineering services
- Keep up-to-date with quality developments relevant to area of work and related services.

Further Information

- The post holder must at all times:
 - o Work in accordance with the GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient’s Charter.

This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service

**Person Specification
Deputy Chief Mechanical Engineer**

Criteria	Essential	Desirable
<p>Educational Qualification and Experience</p>	<p>BSc Mechanical Engineering or Equivalent plus MSc Mechanical Engineering or related field and at least Three (3) years post masters qualification working experience at the level of Senior Mechanical Engineer; Evidence of continuing professional development and training in leadership and management</p> <p>Or</p> <p>BSc Mechanical Engineering or Equivalent plus MSc Mechanical Engineering or related field at the level of Principal Mechanical Engineer; Evidence of continuing professional development and training in leadership and management</p> <p>Or</p> <p>BSc Mechanical Engineering or Equivalent and at least five (5) years experience at the level of Deputy Chief Mechanical Engineer; Evidence of continuing professional development and training in leadership and management</p> <p>Experience in vehicle procurement planning and budgeting Experience in policy and standards development.</p>	

Knowledge	Broad knowledge in auto engineering and general repair/maintenance of vehicles and motorcycles Knowledge and understanding of GHS/MOH Transport Policies and Procedures Knowledge of GHS policies and operating procedures Knowledge of quality issues and health and safety	
Skills & Abilities	Effective communication skills Good interpersonal skills Report writing skills Mechanical aptitude and eye/hand coordination Troubleshooting skills Accuracy and attention to detail Planning skills Negotiation skills Computer skills Ability to move from one place to another easily	
Personal Attributes	Integrity, flexibility, enthusiasm, motivation, commitment, courteous, considerate, team player and trustworthy.	

2.1.5 Chief Mechanical Engineer

Job Title	:	Mechanical Engineer
Grade	:	Chief Mechanical Engineer
Responsible To	:	Unit-In-Charge
Accountable To	:	Head of Department/Divisional Head

Job Purpose

To oversee a fleet of motor vehicles including motorcycles of the Service and ensure that they are properly maintained to provide transportation for efficient service delivery at all times.

Main Duties and Responsibilities

- Oversee the carrying out of assessment on vehicles and motorcycles as well as drawing up of vehicle disposal and replacement program
- Lead in the preparation of annual procurement plans and budget for vehicles and motorcycles
- Write specification for the purchase of new and used vehicles working within the budget that has been established
- Advise on appropriate use and lifespan of vehicles and motorcycles
- Provide technical advice for the selection and procurement as well as disposal of vehicles and motorcycles in a cost effective manner.
- Coordinate the operation, maintenance and repair activities to obtain optimum utilization of all vehicles and motorcycles. This includes:
 - Developing procedures, protocols and standards for maintenance program.
 - Drawing up preventive and corrective maintenance schedules for the motorcycles and vehicles.
 - Preparing budget for preventive and corrective maintenance
 - Ensuring that all vehicle and motorcycle repairs meet the standard requirements of the maintenance guidelines and procedures
 - Monitoring and certifying works done
- Maintain fleet maintenance history for all vehicles and motorcycles
- Contribute to the development and review of transport policy and guidelines
- Ensure dissemination and implementation of transport policy and guidelines
- Perform any other duty that may be assigned

Communication and Working Relationships

- Maintain effective communication with colleagues and other staff in the facility to foster good team working relationships
- Attend and contribute at general staff and management meetings
- Participate in professional meetings and conferences as required
- Be visible and approachable resource for both staff and client for health support services and personal issues

Personal and Staff Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of mechanical engineering.
- Monitor own performance against agreed objectives and standards.
- Plan and organize training programmes for staff in the unit.
- Plan and organize induction of new staff in the unit
- Undertake appraisal of performance of the staff in the unit
- Ensure Continuing Professional Development (CPD) of Mechanical Engineering Staff.
- Keep log of own performance and in-service training log for purposes of appraisal.

Management

- Provide leadership and supervise the activities of the Mechanical Engineering Staff.
- Ensure efficient management of equipment and tools assigned
- Ensure roster planning, monitoring and documentation of all leave for staff in the unit
- Ensure effective and efficient use of human and material resources in the unit
- Ensure maintenance of good standards of records of all activities undertaken in the unit
- Contribute to the preparation of the facility plans and budget.
- Lead in the preparation of periodic reports on the activities of the unit.
- Devise improved job methods for increasing efficiency in the unit

Research

- Conduct operational research and equipment testing
- Apply relevant evidence-based research findings

Health Safety Responsibilities

- Take care of own safety and others who may be affected by your actions or omissions
- Comply with existing Health and Safety Policies and Procedures of MOH/GHS
- Ensure that staff in the unit adhere to the safety policies, guidelines/protocols (eg. the use of personal protective clothing/equipment).
- Ensure that accidents/incidents or ill health, failings in equipment are reported and recorded.

Quality Assurance

- Ensure quality assurance systems are in place for monitoring quality and for investigating incidents and complaints in the unit.
- Comply with all GHS quality assurance policy and guidelines and work within the prescribed quality standards for the mechanical engineering services
- Keep up-to-date with quality developments relevant to area of work and related services.

Further Information

- The post holder must at all times:
 - o Work in accordance with the GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient's Charter.

This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service

Person Specification Deputy Chief Mechanical Engineer

Criteria	Essential	Desirable
Educational Qualification and Experience	BSc Mechanical Engineering or Equivalent plus MSc Mechanical Engineering or related field and at least Five (5) years working experience at the level of Deputy Chief Mechanical Engineer; Evidence of continuing professional development and training in leadership and management Experience in vehicle procurement planning and budgeting Experience in policy and standards development.	
Knowledge	Broad knowledge in auto engineering and general repair/maintenance of vehicles and motorcycles Knowledge and understanding of GHS/MOH Transport Policies and Procedures Knowledge of GHS policies and operating procedures Knowledge of quality issues and health and safety	
Skills & Abilities	Effective communication skills Good interpersonal skills Report writing skills Mechanical aptitude and eye/hand coordination Troubleshooting skills Accuracy and attention to detail Planning skills Negotiation skills Computer skills Ability to move from one place to another easily	
Personal Attributes	Integrity, flexibility, enthusiasm, motivation, commitment, courteous, considerate, team player and trustworthy.	

2.2 TECHNOLOGIST, MECHANICAL ENGINEERING

2.2.1 Technologist, Mechanical Engineering

Job Title	:	Technologist, Mechanical Engineering
Grade	:	Technologist, Mechanical Engineering
Responsible To	:	Unit-In-Charge
Accountable	:	Head of Department

Job Purpose

To ensure maximum use and operation of the GHS vehicles through proper service and repairs

Main Duties and Responsibilities

- Assist in the development of procedures, protocols and standards for vehicle and motorcycles maintenance program
- Assist in the preparation of maintenance schedules
- Prepare bills for the work done
- Examine, inspect and report thoroughly on the condition, roadworthiness or safety of all fleet, including functional testing and application of diagnosis techniques
- Complete relevant documentation associated with the reporting of any vehicle/motorcycle defects found, and vehicle/motorcycle serviceability
- Undertake servicing, maintenance or repairs of vehicles and motorcycles.
- Assist in ensuring recovery of broken down or immobilized vehicles, using proper techniques to minimize additional damage without causing any danger to the public
- Assist in keeping and maintaining comprehensive data on vehicle maintenance history for all vehicles and motorcycles
- Undertake any other duties as required.

Communication and Working Relationships

- Maintain effective communication with colleagues and other staff to foster good team working relationships
- Participate in professional meetings and conferences as required
- Attend and contribute at staff meetings.

Personal and People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of mechanical engineering.
- Monitor own performance against agreed objectives and standards.
- Keep up to date on job related issues as appropriate.
- Keep log of own performance and in-service training log for purposes of appraisal.

Health Safety Responsibilities

- Adhere to the health and safety policies, guidelines/protocols (eg. the use of personal protective clothing/equipment)
- Take care of own safety and that of other staff in the unit - reporting all accidents/incidents, completing relevant documentation and undertake further investigation as directed.
- Assist the Unit in-Charge to maintain a safe, clean, and pleasant working environment taking remedial action when necessary.

Quality Assurance

- Work within the prescribed quality standards for mechanical engineering services
- Comply with the GHS quality assurance policy and guidelines.

Further Information

- The post holder must at all times:
 - o Work in accordance with the GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient's Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification

Technologist, Mechanical Engineering

Criteria	Essential	Desirable
<i>Educational Qualification and Experience</i>	HND in Mechanical Engineering/ Auto Technician Part III or equivalent and at least ONE (1) year internship or National Service at a recognized health facility	Advanced Diploma in Mechanical Engineering or equivalent
<i>Knowledge</i>	Knowledge in auto engineering and general repair/maintenance of vehicles and motorcycles Knowledge of Health and Safety	
<i>Skills & Abilities</i>	Effective communication skills Mechanical aptitude and eye/hand coordination Interest in learning to work on new and/or upgraded equipment Accuracy and attention to detail Good interpersonal skills Ability to move from one place to another easily	Planning skills Negotiation skills Computer skills Report writing skills
<i>Personal Attributes</i>	Physically fit and capable of undertaking strenuous duties Integrity, flexibility, enthusiasm, motivation, commitment, courteous, considerate, team player and trustworthy.	

2.2.2 Senior Technologist, Mechanical Engineering

Job Title	:	Technologist, Mechanical Engineering
Grade	:	Senior Technologist, Mechanical Engineering
Responsible To	:	Unit-In-Charge
Accountable	:	Head of Department

Job Purpose

To ensure maximum use and operation of the GHS vehicles through proper service and repairs

Main Duties and Responsibilities

- Participate in the development of procedures, protocols and standards for vehicle and motorcycle maintenance program
- Prepare maintenance schedules
- Monitor and certify works done by subordinates
- Prepare bills for the work done
- Examine, inspect and report thoroughly on the condition, roadworthiness or safety of all fleet, including functional testing and application of diagnosis techniques
- Complete relevant documentation associated with the reporting of any vehicle/motorcycle defects found, and vehicle/motorcycle serviceability
- Determine the spare-parts required; evaluate the cost and arrange for procurement
- Undertake servicing and maintenance or repairs of vehicles and motorcycles.
- Assist in the recovery of broken down or immobilized vehicles, using proper techniques to minimize additional damage without causing any danger to the public
- Keep and maintain comprehensive data on vehicle maintenance history for all vehicles and motorcycles
- Undertake any other duties as required.

Communication and Working Relationships

- Maintain effective communication with colleagues and other staff to foster good team working relationships
- Participate in professional meetings and conferences as required
- Attend and contribute at staff meetings.

Personal and People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of mechanical engineering.
- Monitor own performance against agreed objectives and standards.
- Keep up to date on job related issues as appropriate.
- Assist in the planning and designing of training programmes for the mechanical engineering staff.
- Contribute to the continuing professional development of the clinical engineering staff

- Keep log of own performance and in-service training log for purposes of appraisal.

Health Safety Responsibilities

- Adhere to the health and safety policies, guidelines/protocols (eg. the use of personal protective clothing/equipment)
- Take care of own safety and that of the other staff in the unit - reporting all accidents/incidents, completing relevant documentation and undertake further investigation as directed.
- Assist the Unit in-Charge to maintain a safe, clean, and pleasant working environment taking remedial action when necessary.

Quality Assurance

- Work within the prescribed quality standards for mechanical engineering services
- Comply with the GHS quality assurance policy and guidelines.

Further Information

- The post holder must at all times:
 - o Work in accordance with the GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient's Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification

Senior Technologist, Mechanical Engineering

Criteria	Essential	Desirable
Educational Qualification and Experience	HND in Mechanical Engineering/ Auto Technician Part III or equivalent and at least Three (3) years working experience at the level of Technologist plus continuing professional development. Demonstrate hands on experience in maintenance of vehicles and motorcycles	Advanced Diploma in Mechanical Engineering or equivalent

Knowledge	<p>Knowledge in auto engineering and general repair/maintenance of vehicles and motorcycles</p> <p>Knowledge of GHS transport policies and guidelines</p> <p>Knowledge of Health and Safety</p>	
Skills & Abilities	<p>Effective communication skills</p> <p>Mechanical aptitude and eye/hand coordination</p> <p>Interest in learning to work on new and/or upgraded equipment</p> <p>Accuracy and attention to detail</p> <p>Good interpersonal skills</p> <p>Report writing skills</p> <p>Ability to move from one place to another easily</p>	<p>Planning skills</p> <p>Negotiation skills</p> <p>Computer skills</p>
Personal Attributes	<p>Physically fit and capable of undertaking strenuous duties</p> <p>Integrity, flexibility, enthusiasm, motivation, commitment, courteous, considerate, team player and trustworthy.</p>	

2.2.3 Principal Technologist, Mechanical Engineering

Job Title	:	Technologist, Mechanical Engineering
Grade	:	Principal Technologist, Mechanical Engineering
Responsible To	:	Unit-In-Charge
Accountable	:	Head of Department

Job Purpose

To ensure maximum use and operation of the GHS vehicles through proper service and repairs

Main Duties and Responsibilities

- Contribute to the development of procedures, protocols and standards for vehicle and motorcycle maintenance program
- Prepare maintenance schedules
- Monitor, supervise and certify works done by subordinates
- Prepare bills for the work done
- Examine, inspect and report thoroughly on the condition, roadworthiness or safety of all fleet, including functional testing and application of diagnosis techniques
- Complete relevant documentation associated with the reporting of any vehicle/motorcycle defects found, and vehicle/motorcycle serviceability
- Determine the spare-parts required, evaluate the cost and arrange for procurement
- Undertake servicing and maintenance or repairs of vehicles and motorcycles.
- Assist in the recovery of broken down or immobilized vehicles, using proper techniques to minimize additional damage without causing any danger to the public
- Keep and maintain comprehensive data on vehicle maintenance history for all vehicles and motorcycles
- Undertake any other duties as required.

Communication and Working Relationships

- Maintain effective communication with colleagues and other staff to foster good team working relationships
- Participate in professional meetings and conferences as required
- Attend and contribute at staff meetings.

Personal and People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of mechanical engineering.
- Monitor own performance against agreed objectives and standards.
- Keep up to date on job related issues as appropriate.
- Contribute to the planning and designing of training programmes for the mechanical engineering staff and other health care personnel

- Contribute to the continuing professional development of the mechanical engineering staff
- Keep log of own performance and in-service training log for purposes of appraisal.

Management

- Contribute to the effective running of the unit by ensuring:
 - Efficient management of equipment and tools assigned
 - Efficient management of supplies to the unit
- Prepare and submit daily report for activities carried out and the materials used
- Participate in roster planning and monitoring
- Assist in maintaining good standards of records of all activities undertaken in the unit

Health Safety Responsibilities

- Adhere to the health and safety policies, guidelines/protocols (eg. the use of personal protective clothing/equipment
- Take care of own safety and take all measures to ensure the safety of others - reporting all accidents/incidents, completing relevant documentation and undertake further investigation as directed.
- Assist the Unit in-Charge to maintain a safe, clean, and pleasant working environment taking remedial action when necessary.

Quality Assurance

- Work within the prescribed quality standards for mechanical engineering services
- Comply with the GHS quality assurance policy and guidelines.

Further Information

- The post holder must at all times:
 - Work in accordance with the GHS Code of Professional Conduct and Disciplinary Procedure.
 - Strictly adhere to the provisions of the Patient’s Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification

Principal Technologist, Mechanical Engineering

Criteria	Essential	Desirable
<i>Educational Qualification and Experience</i>	HND in Mechanical Engineering/ Auto Technician Part III or equivalent and at least Five (5) years working experience at the level of Senior Technologist plus continuing professional development and training in management Demonstrate hands on experience in maintenance of	Advanced Diploma in Mechanical Engineering or equivalent

	vehicles and motorcycles	
Knowledge	<p>Knowledge in auto engineering and general repair/maintenance of vehicles and motorcycles</p> <p>Knowledge of GHS transport policies and guidelines</p> <p>Knowledge of Health and Safety</p>	
Skills & Abilities	<p>Effective communication skills</p> <p>Mechanical aptitude and eye/hand coordination</p> <p>Interest in learning to work on new and/or upgraded equipment</p> <p>Accuracy and attention to detail</p> <p>Good interpersonal skills</p> <p>Report writing skills</p> <p>Planning skills</p> <p>Negotiation skills</p> <p>Computer skills</p> <p>Ability to move from one place to another easily</p>	
Personal Attributes	<p>Physically fit and capable of undertaking strenuous duties</p> <p>Integrity, flexibility, enthusiasm, motivation, commitment, courteous, considerate, team player and trustworthy.</p>	

2.2.4 Assistant Chief Technologist, Mechanical Engineering

Job Title	: Technologist, Mechanical Engineering
Grade	: Assistant Chief Technologist, Mechanical Engineering
Responsible To	: Head of Department
Accountable	: Head of Facility

Job Purpose

To ensure maximum use and operation of the GHS vehicles through proper service and repairs

Main Duties and Responsibilities

- Contribute to the development of procedures, protocols and standards for vehicle and motorcycle maintenance program
- Supervise preparation of maintenance schedules
- Monitor, supervise and certify works done by subordinates
- Prepare bills for the work done
- Examine, inspect and report thoroughly on the condition, roadworthiness or safety of all fleet, including functional testing and application of diagnosis techniques
- Complete relevant documentation associated with the reporting of any vehicle/motorcycle defects found, and vehicle/motorcycle serviceability
- Determine the spare-parts required, evaluate the cost and arrange for procurement
- Supervise servicing, maintenance or repairs of vehicles and motorcycles.
- Supervise recovery of broken down or immobilized vehicles, using proper techniques to minimize additional damage without causing any danger to the public
- Keep and maintain comprehensive data on vehicle maintenance history for all vehicles and motorcycles
- Undertake any other duties as required.

Communication and Working Relationships

- Establish and maintain effective communication with colleagues and other staff to foster good team working relationships
- Participate in professional meetings and conferences as required
- Attend and contribute at staff meetings.

Personal and People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of mechanical engineering.
- Monitor own performance against agreed objectives and standards.
- Keep up to date on job related issues as appropriate.
- Contribute to the planning and designing of training programmes for the mechanical engineering

- Contribute to the continuing professional development of the mechanical engineering staff
- Keep log of own performance and in-service training log for purposes of appraisal.

Management

- Supervise and direct the activities of the Technologists, Technicians and Artisans in the unit
- Contribute to the effective running of the unit by ensuring
 - Efficient management of equipment assigned
 - Efficient management of supplies to the unit
- Prepare and submit daily report for activities carried out and the materials used
- Participate in roster planning and monitoring
- Assist in maintaining good standards of records of all activities undertaken in the unit

Health Safety Responsibilities

- Adhere to the health and safety policies, guidelines/protocols (eg. the use of personal protective clothing/equipment)
- Take care of own safety and take all measures to ensure the safety of others - reporting all accidents/incidents, completing relevant documentation and undertake further investigation as directed.
- Assist the Unit in-Charge to maintain a safe, clean, and pleasant working environment taking remedial action when necessary.

Quality Assurance

- Work within the prescribed quality standards for clinical engineering services
- Comply with the GHS quality assurance policy and guidelines.

Further Information

- The post holder must at all times:
 - Work in accordance with the GHS Code of Professional Conduct and Disciplinary Procedure.
 - Strictly adhere to the provisions of the Patient's Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification
Assistant Chief Technologist, Mechanical Engineering

Criteria	Essential	Desirable
<i>Educational Qualification and Experience</i>	<p>HND in Mechanical Engineering/ Auto Technician Part III or equivalent plus Advanced Diploma in Mechanical Engineering or equivalent and at least Three (3) years post Advanced Diploma qualification working experience at the level of Senior Technologist; Evidence of continuing professional development and training in management.</p> <p><u>Or</u></p> <p>HND in Mechanical Engineering/ Auto Technician Part III or equivalent plus Advanced Diploma in Mechanical Engineering or equivalent at the level of Principal Technologist; Evidence of continuing professional development and training in management.</p> <p><u>Or</u></p> <p>HND in Mechanical Engineering/ Auto Technician Part III or equivalent and at least Five (5) years working experience at the level of Senior Technologist; Evidence of continuing professional development and training in management.</p> <p>Demonstrate hands on experience in maintenance of vehicles and motorcycles</p>	
<i>Knowledge</i>	<p>Knowledge in auto engineering and general repair/maintenance of vehicles and motorcycles</p> <p>Knowledge of GHS transport policies and guidelines</p> <p>Knowledge of Health and Safety</p>	
<i>Skills & Abilities</i>	<p>Effective communication skills</p> <p>Mechanical aptitude and eye/hand coordination</p> <p>Interest in learning to work on new and/or upgraded equipment</p> <p>Accuracy and attention to detail</p> <p>Good interpersonal skills</p> <p>Report writing skills</p> <p>Planning skills</p> <p>Negotiation skills</p> <p>Computer skills</p> <p>Ability to move from one place to another easily</p>	
<i>Personal Attributes</i>	<p>Physically fit and capable of undertaking strenuous duties</p> <p>Integrity, flexibility, enthusiasm, motivation, commitment, courteous, considerate, team player and trustworthy.</p>	

2.2.5 Chief Technologist, Mechanical Engineering

Job Title	:	Technologist, Mechanical Engineering
Grade	:	Chief Technologist, Mechanical Engineering
Responsible To	:	Head of Department
Accountable	:	Head of Facility

Job Purpose

To ensure maximum use and operation of the GHS vehicles through proper service and repairs

Main Duties and Responsibilities

- Contribute to the development of procedures, protocols and standards for vehicle and motorcycle maintenance program
- Supervise preparation of maintenance schedules
- Monitor, supervise and certify works done by subordinates
- Prepare bills for the work done
- Examine, inspect and report thoroughly on the condition, roadworthiness or safety of all fleet, including functional testing and application of diagnosis techniques
- Complete relevant documentation associated with the reporting of any vehicle/motorcycle defects found, and vehicle/motorcycle serviceability
- Determine the spare-parts required, evaluate the cost and arrange for procurement
- Supervise servicing, maintenance or repairs of vehicles and motorcycles.
- Supervise recovery of broken down or immobilized vehicles, using proper techniques to minimize additional damage without causing any danger to the public
- Keep and maintain comprehensive data on vehicle maintenance history for all vehicles and motorcycles
- Undertake any other duties as required.

Communication and Working Relationships

- Establish and maintain effective communication with colleagues and other staff to foster good team working relationships
- Participate in professional meetings and conferences as required
- Attend and contribute at staff meetings.

Personal and People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of mechanical engineering.
- Monitor own performance against agreed objectives and standards.
- Keep up to date on job related issues as appropriate.
- Contribute to the planning and designing of training programmes for the mechanical engineering staff.

- Contribute to the continuing professional development of the mechanical engineering staff
- Keep log of own performance and in-service training log for purposes of appraisal.

Management

- Supervise and direct the activities of the Technologists, Technicians and Artisans in the unit
- Ensure efficient management of equipment and tools assigned
- Ensure roster planning and monitoring in the unit.
- Ensure effective and efficient use of human and material resources in the unit
- Maintain good standards of records of all activities undertaken in the unit
- Contribute to the preparation of budget and annual report for activities of the unit
- Contribute to devising of improved job methods for increasing efficiency in the unit

Health Safety Responsibilities

- Adhere to the health and safety policies, guidelines/protocols (eg. the use of personal protective clothing/equipment)
- Take care of own safety and take all measures to ensure the safety of others - reporting all accidents/incidents, completing relevant documentation and undertake further investigation as directed.
- Ensure maintenance of a safe, clean, and pleasant working environment taking remedial action when necessary.

Quality Assurance

- Work within the prescribed quality standards for mechanical engineering services
- Comply with the GHS quality assurance policy and guidelines.

Further Information

- The post holder must at all times:
 - o Work in accordance with the GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient's Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification

Chief Technologist, Mechanical Engineering

Criteria	Essential	Desirable
<i>Educational Qualification and Experience</i>	HND in Mechanical Engineering/ Auto Technician Part III or equivalent plus Advanced Diploma in Mechanical Engineering or equivalent and at least Five (5) years working experience at the level of Principal Technologist; Evidence of continuing professional development and training in management. Demonstrate hands on experience in maintenance of vehicles and motorcycles	
<i>Knowledge</i>	Knowledge in auto engineering and general repair/maintenance of vehicles and motorcycles Knowledge of GHS transport policies and guidelines Knowledge of Health and Safety	
<i>Skills & Abilities</i>	Effective communication skills Mechanical aptitude and eye/hand coordination Interest in learning to work on new and/or upgraded equipment Accuracy and attention to detail Good interpersonal skills Report writing skills Planning skills Negotiation skills Computer skills Ability to move from one place to another easily	
<i>Personal Attributes</i>	Physically fit and capable of undertaking strenuous duties Integrity, flexibility, enthusiasm, motivation, commitment, courteous, considerate, team player and trustworthy.	

2.3 TECHNICIAN, MECHANICAL ENGINEERING

2.3.1 Technician, Mechanical Engineering

Job Title : Technician, Mechanical Engineering

Grade : Technician, Mechanical Engineering

Responsible To : Unit-In-Charge

Accountable To : Head of Department

Job Purpose

To ensure proper maintenance and repairs of vehicles and motorcycles

Main Duties and Responsibilities

- Handle assorted maintenance duties as assigned
- Examine, inspect and report thoroughly on the condition, roadworthiness or safety of all fleet, including functional testing and application of diagnosis techniques
- Assist in completing relevant documentation associated with the reporting of any vehicle/motorcycle defects found, and vehicle/motorcycle serviceability
- Provide information on the vehicles/motorcycles to be included on the replacement program
- Provide feedback on the status of vehicle and motorcycles worked on
- Provide input for the preparation of budget for preventive maintenance
- Assist in keeping and maintaining comprehensive data on vehicle maintenance history for all vehicles and motorcycles
- Undertake any other duties as required.

Communication and Working Relationships

- Maintain effective communication with colleagues and other staff.
- Attend and contribute at staff meetings
- Effectively work in a team with other maintenance staff in the facility.

Personal and People Development

- Attend in-house training sessions in relation to maintenance of motorcycles and vehicles to update knowledge and skills.
- Monitor own performance against agreed objectives and standards.
- Assist in the training of new entrants
- Keep log of own performance and in-service training log for purposes of appraisal.

Health Safety Responsibilities

- Take care of own safety and others who may be affected by your actions or omissions

- Adhere to the GHS Safety Policies and use any equipment or personal protective equipment provided to ensure safety.
- Report any accident, damage to equipment/tools or ill health, failings in premises, or personal protective equipment to the Unit In-Charge
- Assist the Unit in-Charge to maintain safe systems and safe workplace.

Quality Assurance

- Work within the prescribed quality standard of the mechanical engineering services
- Comply with the GHS quality assurance policy and guidelines.

Further Information

- The post holder must at all times:
 - o Work in accordance with the GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient's Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification

Technician, Mechanical Engineering

<i>Criteria</i>	Essential	Desirable
<i>Educational Qualification And Experience</i>	Post SSSCE Certificate (CTC II or City and Guilds part II in Auto Engineering) or its equivalent	
<i>Knowledge</i>	Knowledge in auto engineering and general repair/maintenance of vehicles and motorcycles	
<i>Skills & Abilities</i>	Effective communication and interpersonal skills Mechanical aptitude and eye/hand coordination Accuracy and attention to detail Ability to move from one place to another easily	
<i>Personal Attributes</i>	Physically fit and capable of undertaking strenuous duties. Integrity, commitment and courteous	

2.3.2 Senior Technician, Mechanical Engineering

Job Title	:	Technician, Mechanical Engineering
Grade	:	Senior Technician, Mechanical Engineering
Responsible To	:	Unit-In-Charge
Accountable To	:	Head of Department

Job Purpose

To ensure proper maintenance and repairs of vehicles and motorcycles

Main Duties and Responsibilities

- Handle assorted maintenance duties as assigned
- Examine, inspect and report thoroughly on the condition, roadworthiness or safety of all fleet, including functional testing and application of diagnosis techniques
- Complete relevant documentation associated with the reporting of any vehicle/motorcycle defects found, and vehicle/motorcycle serviceability
- Undertake servicing, maintenance or repairs of vehicles and motorcycles assigned within the shortest possible time by the best method.
- Carry out recovery of broken down or immobilized vehicles
- Provide feedback on the status of vehicle and motorcycles worked on
- Provide input for the preparation of budget for preventive maintenance
- Submit report on the work done for certification
- Assist in keeping and maintaining comprehensive data on vehicle maintenance history for all vehicles and motorcycles
- Undertake any other duties as required.

Communication and Working Relationships

- Maintain effective communication with colleagues and other staff.
- Attend and contribute at staff meetings
- Effectively work in a team with other maintenance staff in the facility.

Personal and People Development

- Attend in-house training sessions in relation to maintenance of motorcycles and vehicles to update knowledge and skills.
- Monitor own performance against agreed objectives and standards.
- Assist in the training of Artisans and new entrants
- Keep log of own performance and in-service training log for purposes of appraisal.

Health Safety Responsibilities

- Take care of own safety and others who may be affected by your actions or omissions

- Adhere to the GHS Safety Policies and use any equipment or personal protective equipment provided to ensure safety.
- Report any accident, damage to equipment/tools or ill health, failings in premises, or personal protective equipment to the Unit In-Charge
- Assist the Unit in-Charge to maintain safe systems and safe workplace.

Quality Assurance

- Work within the prescribed quality standard of the mechanical engineering services
- Comply with the GHS quality assurance policy and guidelines.

Further Information

- The post holder must at all times:
 - o Work in accordance with the GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient’s Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification

Senior Technician, Mechanical Engineering

<i>Criteria</i>	Essential	Desirable
Educational Qualification And Experience	Post SSSCE Certificate (CTC II or City and Guilds part II in Auto Engineering) or its equivalent and at least Three years working experience at the level of Technician plus continuing training in motorcycle and vehicle maintenance Demonstrate hands on experience in maintenance of vehicles and motorcycles	
Knowledge	Knowledge in auto engineering and general repair/maintenance of vehicles and motorcycles	
Skills & Abilities	Effective communication and interpersonal skills Mechanical aptitude and eye/hand coordination Accuracy and attention to detail Proven ability to comply with GHS/MOH Transport Maintenance Policies and Procedures Ability to move from one place to another easily	
Personal Attributes	Physically fit and capable of undertaking strenuous duties. Integrity, commitment and courteous	

2.3.3 Principal Technician, Mechanical Engineering

Job Title	:	Technician, Mechanical Engineering
Grade	:	Principal Technician, Mechanical Engineering
Responsible To	:	Unit-In-Charge
Accountable To	:	Head of Department

Job Purpose

To ensure proper maintenance and repairs of vehicles and motorcycles

Main Duties and Responsibilities

- Supervise and directed the activities of the Artisans and the less experienced workers in the unit
- Handle assorted maintenance duties as assigned
- Examine, inspect and report thoroughly on the condition, roadworthiness or safety of all fleet, including functional testing and application of diagnosis techniques
- Complete relevant documentation associated with the reporting of any vehicle/motorcycle defects found, and vehicle/motorcycle serviceability
- Provide information on the vehicles/motorcycles to be included on the replacement program
- Determine the spare-parts required and initiate the process for procurement
- Provide input for the preparation of budget for preventive maintenance
- Assist in keeping and maintaining comprehensive data on vehicle maintenance history for all vehicles and motorcycles
- Undertake any other duties as required.

Communication and Working Relationships

- Maintain effective communication with colleagues and other staff.
- Attend and contribute at staff meetings
- Effectively work in a team with other maintenance staff in the facility.

Personal and People Development

- Attend in-house training sessions in relation to maintenance of motorcycles and vehicles to update knowledge and skills.
- Monitor own performance against agreed objectives and standards.
- Assist in the training of Artisans and new entrants
- Keep log of own performance and in-service training log for purposes of appraisal.

Health Safety Responsibilities

- Take care of own safety and others who may be affected by your actions or omissions

- Adhere to the GHS Safety Policies and use any equipment or personal protective equipment provided to ensure safety.
- Report any accident, damage to equipment/tools or ill health, failings in premises, or personal protective equipment to the Unit In-Charge
- Assist the Unit in-Charge to maintain safe systems and safe workplace.

Quality Assurance

- Work within the prescribed quality standard of the mechanical engineering services
- Comply with the GHS quality assurance policy and guidelines.

Further Information

- The post holder must at all times:
 - o Work in accordance with the GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient’s Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification

Principal Technician, Mechanical Engineering

<i>Criteria</i>	Essential	Desirable
Educational Qualification And Experience	Post SSSCE Certificate (CTC II or City and Guilds part II in Auto Engineering) or its equivalent and at least Five (5) years working experience at the level of Senior Technician plus continuing training in motorcycle and vehicle maintenance Demonstrate hands on experience in maintenance of vehicles and motorcycles	
Knowledge	Knowledge in auto engineering and general repair/maintenance of vehicles and motorcycles	
Skills & Abilities	Effective communication and interpersonal skills Mechanical aptitude and eye/hand coordination Accuracy and attention to detail Proven ability to comply with GHS/MOH Transport Maintenance Policies and Procedures Ability to move from one place to another easily	
Personal Attributes	Physically fit and capable of undertaking strenuous duties. Integrity, commitment and courteous	

2.4 ARTISANS, MECHANICAL ENGINEERING

2.4.1 Artisan, Mechanical Engineering

Job Title	:	Artisan, Mechanical Engineering
Grade	:	Artisan, Mechanical Engineering
Responsible To	:	Unit-In-Charge
Accountable To	:	Head of Department

Job Purpose

To install, maintain, repair, and perform preventive maintenance on GHS vehicles and motorcycles and related mechanical equipment

Main Duties and Responsibilities

- Assist in carrying out minor maintenance duties as assigned
- Assist Technicians to service vehicles and motorcycles assigned to them.
- Undertake cleaning, lubrication, replacing parts of vehicles and motorcycles as may be directed by the supervisors
- Report to the supervisor for certification after work
- Keep and maintain the operational records on the maintenance of vehicles and motorcycles
- Undertake other official duties that may be assigned.

Communication and Working Relationship

- Maintain effective communication with work colleagues and other staff
- Attend and contribute at general staff meetings.

Person and People Development

- Attend in-house training sessions relating to maintenance of vehicles and motorcycles to update knowledge and skills.
- Keep up to date on job related issues as appropriate.
- Keep log of own performance and in-service training log for purposes of appraisal.

Health & Safety Responsibilities

- Take care of own safety and that of other colleagues, clients and visitors as appropriate.
- Work in compliance with all GHS health and safety requirements
- Operate all tools correctly and safely and report any damage to equipment/tools or accident/incidents in the course of duty to Superior Officers in accordance with standard protocols.
- Assist the Unit in-Charge to maintain safe systems and safe workplace.

Quality Assurance

- Work within the prescribed quality standard of the mechanical engineering services
- Comply with the GHS quality assurance policy and guidelines

Further Information

- The post holder must at all times:
 - o Work in accordance with GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient's Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification

Artisan, Clinical Engineering

Criteria	Essential	Desirable
Educational Qualification And Experience	GCE O'Level/ SSSCE Certificate Equivalent (City & Guilds, Auto Engineering Intermediate/Part I or its equivalent)	
Knowledge	Knowledge in auto engineering and general repair/maintenance of vehicles and motorcycles	
Skills & Abilities	Ability to read and write simple English Good interpersonal skills Ability to move from one place to another easily Proven ability to cope with physical aspects of the job e.g. lifting/handling	
Personal Attributes	Physically fit and capable of undertaking strenuous duties. Integrity, commitment and courteous	

2.4.2 Senior Artisan, Mechanical Engineering

Job Title	:	Artisan, Mechanical Engineering
Grade	:	Senior Artisan, Mechanical Engineering
Responsible To	:	Unit-In-Charge
Accountable To	:	Head of Department

Job Purpose

To install, maintain, repair, and perform preventive maintenance on GHS vehicles and motorcycles and related mechanical equipment

Main Duties and Responsibilities

- Handle assorted minor maintenance duties as assigned
- Assist Technicians to service vehicles and motorcycles assigned to them.
- Undertake cleaning, lubrication, replacing parts of vehicles and motorcycles as may be directed by the supervisors
- Report to the supervisor for certification after work
- Keep and maintain the operational records on the maintenance of vehicles
- Undertake any other duties as required.

Communication and Working Relationship

- Maintain effective communication with work colleagues and other staff
- Attend and contribute at general staff meetings.

Personal Development and People Development

- Attend in-house training sessions relating to maintenance of vehicles and motorcycles to update knowledge and skills.
- Keep up to date on job related issues as appropriate.
- Keep log of own performance and in-service training log for purposes of appraisal.

Health Safety Responsibilities

- Take care of own safety and that of other colleagues, clients and visitors as appropriate.
- Work in compliance with all GHS health and safety requirements
- Operate all tools correctly and safely and report any damage to equipment/tools or accident/incidents in the course of duty to Superior Officers in accordance with standard protocols.
- Assist the Unit in-Charge to maintain safe systems and safe workplace.

Quality Assurance

- Work within the prescribed quality standard of the mechanical engineering services
- Comply with the GHS quality assurance policy and guidelines

Further Information

- The post holder must at all times:
 - o Work in accordance with the GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient's Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification

Senior Artisan, Mechanical Engineering

<i>Criteria</i>	Essential	Desirable
<i>Educational Qualification And Experience</i>	GCE O'Level/ SSSCE Certificate Equivalent (City & Guilds, Auto Engineering Intermediate/Part I or its equivalent) and at least three (3) years working experience at the level of Artisan plus continuing training in maintenance of vehicles and motorcycles Demonstrate hands on experience in maintenance of vehicles and motorcycles	
<i>Knowledge</i>	Knowledge in auto engineering and general repair/maintenance of vehicles and motorcycles	
<i>Skills & Abilities</i>	Ability to read and write simple English Good interpersonal skills Ability to move from one place to another easily Proven ability to cope with physical aspects of the job e.g. lifting/handling	
<i>Personal Attributes</i>	Physically fit and capable of undertaking strenuous duties. Integrity, commitment and courteous	

2.4.3 Principal Artisan, Mechanical Engineering

Job Title	:	Artisan, Mechanical Engineering
Grade	:	Principal Artisan, Mechanical Engineering
Responsible To	:	Unit-In-Charge
Accountable To	:	Head of Department

Job Purpose

To install, maintain, repair, and perform preventive maintenance on GHS vehicles and motorcycles and related mechanical equipment

Main Duties and Responsibilities

- Handle assorted minor maintenance duties as assigned.
- Examine, inspect and report thoroughly on the condition, roadworthiness or safety of all fleet, including functional testing and application of diagnosis techniques
- Complete relevant documentation associated with the reporting of any vehicle/motorcycle defects found, and vehicle/motorcycle serviceability
- Undertake cleaning, lubrication, replacing parts of vehicles and motorcycles as may be directed by the supervisors
- Report to the supervisor for certification after work
- Keep and maintain the operational records on the maintenance of vehicles
- Undertake any other duties as required.

Communication and Working Relationship

- Maintain effective communication with work colleagues and other staff
- Attend and contribute at general staff meetings.

Personal Development and People Development

- Attend in-house training sessions relating to maintenance of vehicles and motorcycles to update knowledge and skills.
- Keep up to date on job related issues as appropriate.
- Keep log of own performance and in-service training log for purposes of appraisal.

Health Safety Responsibilities

- Take care of own safety and that of other colleagues, clients and visitors as appropriate.
- Work in compliance with all GHS health and safety requirements
- Operate all tools correctly and safely and report any damage to equipment/tools or accident/incidents in the course of duty to Superior Officers in accordance with standard protocols.
- Assist the Unit in-Charge to maintain safe systems and safe workplace.

Quality Assurance

- Work within the prescribed quality standard of the mechanical engineering services
- Comply with the GHS quality assurance policy and guidelines

Further Information

- The post holder must at all times:
 - Work in accordance with the GHS Code of Professional Conduct and Disciplinary Procedure.
 - Strictly adhere to the provisions of the Patient's Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification

Principal Artisan, Mechanical Engineering

<i>Criteria</i>	Essential	Desirable
<i>Educational Qualification And Experience</i>	GCE O'Level/ SSSCE Certificate Equivalent (City & Guilds, Auto Engineering Intermediate/Part I or its equivalent) and at least three (3) years working experience at the level of Senior Artisan plus continuing training in maintenance of vehicles and motorcycles Demonstrate hands on experience in maintenance of vehicles and motorcycles	
<i>Knowledge</i>	Knowledge in auto engineering and general repair/maintenance of vehicles and motorcycles	
<i>Skills & Abilities</i>	Ability to read and write simple English Good interpersonal skills Ability to move from one place to another easily Proven ability to cope with physical aspects of the job e.g. lifting/handling	
<i>Personal Attributes</i>	Physically fit and capable of undertaking strenuous duties. Integrity, commitment and courteous	

3. TRANSPORT STAFF

3.1 TRANSPORT OFFICERS

3.1.1 Transport Officer

Job title	:	Transport Officer
Grade	:	Assistant Transport Officer
Responsible To:		Unit-In-Charge
Accountable To:		Head of Department

Job Purpose

To ensure availability and reliability of transport to all technical and administrative programmes of the Service at the facility level

Main Duties and Responsibilities

- Assist in ensuring compliance with the transport policy in the facility
- Keep vehicle fleet inventory in the facility
- Contribute to the preparation of vehicle replacement plans
- Contribute to the preparation of fleet maintenance reports
- Assist in ensuring the safe and legal operation of vehicle
- Contribute to the setting up of performance standards for vehicles
- Provide technical support on transport services to the Hospital Management
- Assist in the monitoring and evaluation of transport operations and performance
- Conduct periodic transport audit
- Facilitate the establishment of Accident/Incident Committees
- Assist in controlling the use of coupons
- Assist in ensuring that planned preventive maintenance systems of vehicles are in place and strictly adhered to
- Perform other official duties that may be assigned

Communication and Working Relationships

- Maintain effective communication with colleagues and other staff to foster good team working relationships
- Participate in professional meetings and conferences as required
- Attend and contribute at staff meetings.

Personal and People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of clinical engineering.
- Monitor own performance against agreed objectives and standards.
- Keep up to date on job related issues as appropriate.
- Assist in the training of Drivers
- Keep log of own performance and in-service training log for purposes of appraisal.

Health and Safety Responsibilities

- Take care of own safety and that of other staff in the unit - reporting all accidents/incidents, completing relevant documentation and undertake further investigation as directed.
- Promote adherence to transport safety requirements.

Quality Assurance

- Work within the prescribed quality standards for the transport services
- Comply with the GHS quality assurance policy and guidelines.
- Ensure that complaints from staff are resolved where possible and reported to the Unit in-Charge/ Head of Facility

Further Information

- The post holder must at all times:
 - o Work in accordance with the GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient's Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification Transport Officer

Criteria	Essential	Desirable
Educational Qualification and Experience	HND in Mechanical Engineering/ Auto Technician Part III or equivalent and at least ONE (1) year internship or National Service at a recognized health facility	Advanced Diploma in Mechanical Engineering or equivalent

Knowledge	Knowledge in auto engineering and general repair/maintenance of vehicles and motorcycles Knowledge of Health and Safety	
Skills & Abilities	Effective communication skills Good interpersonal skills Ability to move from one place to another easily Ability to initiate and maintain clear, concise documentation Negotiation skills Computer skills Report writing skills Ability to drive a vehicle and ride a motorcycle	
Personal Attributes	Integrity, flexibility, enthusiasm, motivation, commitment, courteous, considerate, team player and trustworthy.	

3.1.2 Senior Transport Officer

Job Detail

Job title	:	Transport Officer
Grade	:	Senior Transport Officer
Responsible To	:	Unit-In-Charge
Accountable To	:	Head of Department

Job Purpose

To ensure availability and reliability of transport to all technical and administrative programmes of the Service at the facility level

Main Duties and Responsibilities

- Ensure compliance with the transport policy in the facility
- Keep vehicle fleet inventory
- Prepare and submit fleet maintenance reports at specified periods
- Advise on vehicle needs
- Set performance standards for vehicles
- Monitor and evaluate transport operations and performance
- Conduct periodic transport audit
- Facilitate the establishment of Accident/Incident Committees
- Facilitate the vehicle disposal system
- Control the use of coupons
- Ensure that planned preventive maintenance systems of vehicles are in place and strictly adhered to
- Perform other official duties that may be assigned

Communication and Working Relationships

- Maintain effective communication with colleagues and other staff to foster good team working relationships
- Participate in professional meetings and conferences as required
- Attend and contribute at staff meetings.

Personal and People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of transport services.
- Monitor own performance against agreed objectives and standards.
- Keep up to date on job related issues as appropriate.
- Organize induction and training programmes for Drivers

- Contribute to the continuing professional development of the transport staff
- Keep log of own performance and in-service training log for purposes of appraisal.

Management

- Undertake day-to-day management of the operation of fleets in the facility
- Undertake roster planning and monitoring in the unit.
- Ensure effective and efficient use of human and material resources in the unit
- Maintain good standards of records of all activities undertaken in the unit
- Prepare work plan, budget and periodic report for activities of the unit
- Contribute to devising of improved job methods for increasing efficiency in the unit

Health and Safety Responsibilities

- Take care of own safety and that of other staff in the unit - reporting all accidents/incidents, completing relevant documentation and undertake further investigation as directed.
- Promote adherence to transport safety requirements.

Quality Assurance

- Work within the prescribed quality standards for the transport services
- Comply with the GHS quality assurance policy and guidelines.
- Ensure that complaints from staff are resolved where possible and reported to the Unit in-Charge/ Head of Facility

Further Information

- The post holder must at all times:
 - o Work in accordance with the GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient's Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification Senior Transport Officer

Criteria	Essential	Desirable
<i>Educational Qualification and Experience</i>	HND in Mechanical Engineering/ Auto Technician Part III or equivalent and at least Three (3) years working experience at the level of Transport Officer plus continuing professional development and training in management	Advanced Diploma in Mechanical Engineering or equivalent

Knowledge	Knowledge in auto engineering and general repair/maintenance of vehicles and motorcycles Knowledge and understanding of GHS/MOH Transport Policies and Procedures Knowledge and understanding of GHS administrative set up and operating procedures Knowledge of Health and Safety	
Skills & Abilities	Effective communication skills Good interpersonal skills Ability to move from one place to another easily Ability to initiate and maintain clear, concise documentation Negotiation skills Computer skills Report writing skills Ability to drive a vehicle and ride a motorcycle	
Personal Attributes	Integrity, flexibility, enthusiasm, motivation, commitment, courteous, considerate, team player and trustworthy.	

3.1.3 Principal Transport Officer

Job title	Transport Officer
Grade	Senior Transport Officer
Responsible to:	Head of Department/Unit
Accountable to:	Head of Department/Unit

Job Purpose

To ensure the availability and reliability of transport to all technical and administrative programmes of the Service at facility level

Main Duties and Responsibilities

- Contribute to the development and review of transport policy and guidelines
- Ensure compliance with transport policy at the facility level
- Prepare vehicle replacement plans
- Prepare and submit fleet maintenance reports at specified periods
- Ensure the safe and legal operation of vehicle
- Establish spare parts control system
- Monitor and evaluate transport operations and performance
- Facilitate the establishment of Accident/Incident Committees
- Manage the vehicle disposal system
- Ensure that planned preventive maintenance systems of vehicles are in place and strictly adhered to.
- Perform other official duties that may be assigned.

Communication and Working Relationships

- Maintain effective communication with colleagues and other staff to foster good team working relationships
- Participate in professional meetings and conferences as required
- Attend and contribute at staff meetings.

Personal and People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of transport services.
- Monitor own performance against agreed objectives and standards.
- Keep up to date on job related issues as appropriate.
- Organize induction and training programmes for Drivers and junior Transport officers
- Contribute to the continuing professional development of the transport staff
- Keep log of own performance and in-service training log for purposes of appraisal.

Management

- Undertake day-to-day management of the operation of fleets in the facility
- Undertake roster planning and monitoring in the unit.
- Ensure effective and efficient use of human and material resources in the unit
- Maintain good standards of records of all activities undertaken in the unit
- Prepare work plan, budget and periodic report for activities of the unit
- Contribute to devising of improved job methods for increasing efficiency in the unit

Health and Safety Responsibilities

- Take care of own safety and that of other staff in the unit - reporting all accidents/incidents, completing relevant documentation and undertake further investigation as directed.
- Promote adherence to transport safety requirements.

Quality Assurance

- Work within the prescribed quality standards for the transport services
- Comply with the GHS quality assurance policy and guidelines.
- Ensure that complaints from staff are resolved where possible and reported to the Unit in-Charge/ Head of Facility

Further Information

- The post holder must at all times:
 - o Work in accordance with the GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient's Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification

Principal Transport Officer

Criteria	Essential	Desirable
<i>Educational Qualification and Experience</i>	HND in Mechanical Engineering/ Auto Technician Part III or equivalent and at least Five (5) years working experience at the level of Senior Transport Officer plus continuing professional development and training in management	Advanced Diploma in Mechanical Engineering or equivalent

Knowledge	Knowledge in auto engineering and general repair/maintenance of vehicles and motorcycles Knowledge and understanding of GHS/MOH Transport Policies and Procedures Knowledge and understanding of GHS administrative set up and operating procedures Knowledge of Health and Safety	
Skills & Abilities	Effective communication skills Good interpersonal skills Ability to move from one place to another easily Ability to initiate and maintain clear, concise documentation Negotiation skills Computer skills Report writing skills Ability to drive a vehicle and ride a motorcycle	
Personal Attributes	Integrity, flexibility, enthusiasm, motivation, commitment, courteous, considerate, team player and trustworthy.	

3.1.4 Assistant Chief Transport Officer

Job title	:	Transport Officer
Grade	:	Assistant Chief Transport Officer
Responsible To	:	Unit-In-Charge
Accountable To	:	Head of Department

Job Purpose

To ensure the availability and reliability of transport to all technical and administrative services at the facility/regional level

Main Duties and Responsibilities

- Contribute to the development and review of transport policy and guidelines
- Ensure compliance with the transport policy and guidelines at the facility
- Keep vehicle fleet inventory
- Advise on the allocation of new vehicles
- Prepare vehicle replacement plans
- Prepare and submit fleet maintenance reports at specified periods
- Provide technical support on transport services to the Regions/Districts/Sub-Districts
- Monitor and evaluate transport operations and performance
- Conduct periodic transport audit
- Facilitate the establishment of Accident/Incident Committees
- Ensure that planned preventive maintenance systems of vehicles are in place and strictly adhered to
- Perform other official duties that may be assigned

Communication and Working Relationships

- Liaise appropriately with the health facility management, ensuring open and effective communication is maintained
- Create good working relationships with all staff, clients and visitors.
- Attend and contribute at staff meetings
- Participate in professional meetings and conferences as required
- Be able to work with and direct the transport staff in a fair and impartial manner.

Personal and People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of transport services.
- Monitor own performance against agreed objectives and standards.
- Keep up to date on job related issues as appropriate.
- Plan and participate in induction of new staff in the unit

- Maintain a suitable learning environment for all grades of staff in the unit
- Contribute to the continuing professional development of the transport staff
- Keep log of own performance and in-service training log for purposes of appraisal.

Management

- Ensure day-to-day management and operation of the fleet of the facility
- Ensure effective and efficient use of human and material resources in the unit
- Maintain good standards of records of all activities undertaken in the unit
- Prepare work plan, budget and periodic report for activities of the unit
- Devise improved job methods for increasing efficiency in the unit

Health and Safety Responsibilities

- Take care of own safety and that of other staff in the unit - reporting all accidents/incidents, completing relevant documentation and undertake further investigation as directed.
- Promote adherence to transport safety requirements.

Quality Assurance

- Work within the prescribed quality standards for the transport services
- Comply with the GHS quality assurance policy and guidelines.
- Ensure that complaints from staff are resolved where possible and reported to the Unit in-Charge/ Head of Facility

Further Information

- The post holder must at all times:
 - o Work in accordance with the GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient’s Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

**Person Specification
Assistant Chief Transport Officer**

Criteria	Essential	Desirable
Educational Qualification and Experience	HND in Mechanical Engineering/ Auto Technician Part III or equivalent plus Advanced Diploma in Mechanical Engineering or equivalent and at least Three (3) years Post Advanced Diploma qualification working experience at the level of Senior Transport Officer plus continuing professional development and training in	

	<p>management</p> <p>Or</p> <p>HND in Mechanical Engineering/ Auto Technician Part III or equivalent plus Advanced Diploma in Mechanical Engineering or equivalent at the level of Principal Transport Officer plus continuing professional development and training in management</p> <p>Or</p> <p>HND in Mechanical Engineering/ Auto Technician Part III or equivalent and at least Five (5) years working experience at the level of Principal Transport Officer plus continuing professional development and training in management</p>	
Knowledge	<p>Knowledge in auto engineering and general repair/maintenance of vehicles and motorcycles</p> <p>Knowledge and understanding of GHS/MOH Transport Policies and Procedures</p> <p>Knowledge and understanding of GHS administrative set up and operating procedures</p> <p>Knowledge of Health and Safety</p>	
Skills & Abilities	<p>Effective communication skills</p> <p>Good interpersonal skills</p> <p>Ability to move from one place to another easily</p> <p>Ability to initiate and maintain clear, concise documentation</p> <p>Negotiation skills</p> <p>Computer skills</p> <p>Report writing skills</p> <p>Ability to drive a vehicle and ride a motorcycle</p>	
Personal Attributes	<p>Integrity, flexibility, enthusiasm, motivation, commitment, courteous, considerate, team player and trustworthy.</p>	

3.1.5 Chief Transport Officer

Job title	:	Transport Officer
Grade	:	Chief Transport Officer
Responsible To	:	Head of Department
Accountable To	:	Head of Facility

Job Purpose

To ensure the availability and reliability of transport to all technical and administrative programmes of the Service at the facility/regional/national level

Main Duties and Responsibilities

- Facilitate the development and review of transport policy and guidelines
- Ensure compliance with the transport policy and guidelines
- Keep vehicle fleet inventory
- Advise on the allocation of new vehicles
- Prepare vehicle replacement plans
- Prepare and submit fleet maintenance reports at specified periods
- Advise on vehicle needs
- Provide technical support to the Regions/Districts/Sub-Districts
- Conduct periodic transport audit
- Facilitate the establishment of Accident/Incident Committees
- Facilitate the disposal of vehicles
- Ensure that planned preventive maintenance systems of vehicles are in place and strictly adhered to
- Perform other official duties that may be assigned.

Communication and Working Relationships

- Liaise appropriately with the health facility management, ensuring open and effective communication is maintained
- Create good working relationships with all staff, clients and visitors.
- Attend and contribute at staff meetings
- Participate in professional meetings and conferences as required
- Be able to work with and direct the transport staff in a fair and impartial manner.

Personal and People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of transport services.
- Monitor own performance against agreed objectives and standards.
- Keep up to date on job related issues as appropriate.

- Plan and participate in induction of new staff in the unit
- Maintain a suitable learning environment for all grades of staff in the unit
- Contribute to the continuing professional development of the transport staff
- Keep log of own performance and in-service training log for purposes of appraisal.

Management

- Ensure day-to-day management and operation of the fleet of the facility
- Ensure effective and efficient use of human and material resources in the unit
- Maintain good standards of records of all activities undertaken in the unit
- Prepare work plan, budget and periodic report for activities of the unit
- Devise improved job methods for increasing efficiency in the unit

Health and Safety Responsibilities

- Take care of own safety and that of other staff in the unit - reporting all accidents/incidents, completing relevant documentation and undertake further investigation as directed.
- Promote adherence to transport safety requirements.

Quality Assurance

- Work within the prescribed quality standards for the transport services
- Comply with the GHS quality assurance policy and guidelines.
- Ensure that complaints from staff are resolved where possible and reported to the Unit in-Charge/ Head of Facility

Further Information

- The post holder must at all times:
 - o Work in accordance with the GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient's Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification Chief Transport Officer

Criteria	Essential	Desirable
<i>Educational Qualification and Experience</i>	HND in Mechanical Engineering/ Auto Technician Part III or equivalent plus Advanced Diploma in Mechanical Engineering or equivalent and at least Five (5) years working experience at the level of Assistant chief Transport Officer plus continuing	

	professional development and training in management	
Knowledge	<p>Knowledge in auto engineering and general repair/maintenance of vehicles and motorcycles</p> <p>Knowledge and understanding of GHS/MOH Transport Policies and Procedures</p> <p>Knowledge and understanding of GHS administrative set up and operating procedures</p> <p>Knowledge of Health and Safety</p>	
Skills & Abilities	<p>Effective communication skills</p> <p>Good interpersonal skills</p> <p>Ability to move from one place to another easily</p> <p>Ability to initiate and maintain clear, concise documentation</p> <p>Negotiation skills</p> <p>Computer skills</p> <p>Report writing skills</p> <p>Ability to drive a vehicle and ride a motorcycle</p>	
Personal Attributes	Integrity, flexibility, enthusiasm, motivation, commitment, courteous, considerate, team player and trustworthy.	

3.2 DRIVERS

3.2.1 Driver

Job Title : Driver

Grade : Driver

Responsible To : Unit-In-Charge

Accountable To : Head of Department

Job Purpose

To drive and ensure daily maintenance of the vehicle

Main Duties and Responsibilities

- Ensure daily vehicle checks as required (eg. check the conditions of the vehicle—the brakes, tyres, level of fuel, lubricants, and cleanliness of the vehicle)
- Complete relevant documentation associated with the reporting of any vehicle defects found, and vehicle serviceability
- Transport staff /patients to and from various locations within and outside the facility in a prompt and efficient manner, ensuring their safety and comfort at all times.
- Take responsibility for the ‘collection’ and ‘delivery’ of official supplies and other stocks to and from any designated location.
- Work and comply at all times, with the GHS transport policy, guidelines and protocols
- Keep the vehicle logbook updated regularly.
- Undertake other official duties that may be assigned.

Communication and Working Relationship

- Maintain effective communication with work colleagues and other staff
- Attend and contribute at general staff meetings.

Personal Development and People Development

- Attend in-house training sessions relating to transport services to update knowledge and skills.
- Keep up to date on job related issues as appropriate.
- Keep log of own performance and in-service training log for purposes of appraisal.

Health and Safety Responsibilities

- Take care of own safety and others who may be affected by your actions

- Adhere to the GHS health and Safety Policies and use any equipment or personal protective equipment provided to ensure safety.
- Drive all vehicles carefully and safely and report any damage to the vehicle or accident/incidents in the course of duty to the Unit-In-Charge in accordance with standard protocols.

Quality Assurance

- Work within the prescribed quality standards for the transport service
- Comply with the GHS quality assurance policy and guidelines.

Further Information

- The post holder must at all times:
 - o Work in accordance with the GHS Code of Conduct and Disciplinary Procedures.
 - o Strictly adhere to the provisions of the patient's charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification

Driver

Criteria	Essential	Desirable
Educational Qualification And Experience	GCE O'Level/ SSSCE Certificate or equivalent with a valid driver's license not below category D3 At least Three (3) years experience of accident-free driving and must still be actively driving	
Knowledge	Knowledge of Ghana road traffic rules and regulation	
Skills & Abilities	Ability to read and write simple English Good interpersonal skills Ability to move from one place to another easily Proven ability to cope with physical aspects of the job e.g. lifting/handling	
Personal Attributes	Physically fit and capable of undertaking strenuous duties. Integrity, commitment and courteous	

3.2.2 Senior Driver

Job Title : Driver
Grade : Senior Driver
Responsible To : Unit-In-Charge
Accountable To : Head of Department

Job Purpose

To drive and ensure daily maintenance of the vehicle

Duties and Responsibilities

- Ensure daily vehicle checks as required (eg. check the conditions of the vehicle—the brakes, tyres, level of fuel, lubricants, and cleanliness of the vehicle)
- Complete relevant documentation associated with the reporting of any vehicle defects found, and vehicle serviceability
- Transport staff /patients to and from various locations within and outside the facility in a prompt and efficient manner, ensuring their safety and comfort at all times.
- Take responsibility for the ‘collection’ and ‘delivery’ of official supplies and other stocks to and from any designated location.
- Work and comply at all times, with the GHS transport policy, guidelines and protocols
- Keep the vehicle logbook updated regularly.
- Undertake other official duties that may be assigned.

Communication and Working Relationship

- Maintain effective communication with work colleagues and other staff
- Attend and contribute at general staff meetings.

Personal Development and People Development

- Attend in-house training sessions relating to transport services to update knowledge and skills.
- Keep up to date on job related issues as appropriate.
- Keep log of own performance and in-service training log for purposes of appraisal.

Health and Safety Responsibilities

- Take care of own safety and others who may be affected by your actions
- Adhere to the GHS health and Safety Policies and use any equipment or personal protective equipment provided to ensure safety.

- Drive all vehicles carefully and safely and report any damage to the vehicle or accident/incidents in the course of duty to the Unit-In-Charge in accordance with standard protocols.

Quality Assurance

- Work within the prescribed quality standards for the transport service
- Comply with the GHS quality assurance policy and guidelines.

Further Information

- The post holder must at all times:
 - o Work in accordance with the GHS Code of Conduct and Disciplinary Procedures.
 - o Strictly adhere to the provisions of the patient’s charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification

Senior Driver

Criteria	Essential	Desirable
Educational Qualification And Experience	GCE O’Level/ SSSCE Certificate or equivalent with a valid driver’s license not below category D3 and at least Three (3) years working experience at the level of Driver. Evidence of continuing training in driving.	
Knowledge	Knowledge of Ghana road traffic rules and regulation	
Skills & Abilities	Ability to read and write simple English Good interpersonal skills Ability to follow GHS transport policy, guidelines and protocols Ability to move from one place to another easily Proven ability to cope with physical aspects of the job e.g. lifting/handling	
Personal Attributes	Physically fit and capable of undertaking strenuous duties. Integrity, commitment and courteous	

3.2.3 Principal Driver

Job Title : Driver
Grade : Principal Driver
Responsible To : Unit-In-Charge
Accountable To : Head of Department

Job Purpose

To drive and ensure daily maintenance of the vehicle

Duties and Responsibilities

- Ensure daily vehicle checks as required (eg. check the conditions of the vehicle—the brakes, tyres, level of fuel, lubricants, and cleanliness of the vehicle)
- Complete relevant documentation associated with the reporting of any vehicle defects found, and vehicle serviceability
- Transport staff /patients to and from various locations within and outside the facility in a prompt and efficient manner, ensuring their safety and comfort at all times.
- Take responsibility for the ‘collection’ and ‘delivery’ of official supplies and other stocks to and from any designated location.
- Work and comply at all times, with the GHS transport policy, guidelines and protocols
- Keep the vehicle logbook updated regularly.
- Undertake any other duties as required.

Communication and Working Relationship

- Maintain effective communication with work colleagues and other staff
- Attend and contribute at general staff meetings.

Personal Development and People Development

- Attend in-house training sessions relating to transport services to update knowledge and skills.
- Keep up to date on job related issues as appropriate.
- Keep log of own performance and in-service training log for purposes of appraisal.

Health and Safety Responsibilities

- Take care of own safety and others who may be affected by your actions
- Adhere to the GHS health and Safety Policies and use any equipment or personal protective equipment provided to ensure safety.

- Pilot any boat assigned carefully and safely and report any damage to the boat or accident/incidents in the course of duty to the Unit-In-Charge in accordance with standard protocols.

Quality Assurance

- Work within the prescribed quality standards for the boat operations
- Comply with the GHS quality assurance policy and guidelines.

Further Information

- The post holder must at all times:
 - o Work in accordance with the GHS Code of Conduct and Disciplinary Procedures.
 - o Strictly adhere to the provisions of the patient's charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification

Principal Driver

<i>Criteria</i>	Essential	Desirable
<i>Educational Qualification And Experience</i>	GCE O'Level/ SSSCE Certificate or equivalent with a valid driver's license not below category D3 and at least Five (5) years working experience at the level of Senior Driver. Evidence of continuing training in driving.	
<i>Knowledge</i>	Knowledge of Ghana road traffic rules and regulation	
<i>Skills & Abilities</i>	Ability to read and write simple English Good interpersonal skills Ability to follow GHS transport policy, guidelines and protocols Ability to move from one place to another easily Proven ability to cope with physical aspects of the job e.g. lifting/handling	
<i>Personal Attributes</i>	Physically fit and capable of undertaking strenuous duties. Integrity, commitment and courteous	

3.3 COXSWAIN

3.3.1 Coxswain

Job Title : Coxswain

Grade : Coxswain

Responsible To : Unit In-Charge

Accountable To : Head of Department

Job Purpose

To pilot and ensure daily maintenance of the boat

Main Duties and Responsibilities

- Ensure daily boat checks as required (e.g. check the conditions of the boat—the level of fuel, lubricants, etc)
- Complete relevant documentation associated with the reporting of any boat defects found, and boat serviceability
- Transport staff/patients to and from various locations within and outside the facility in a prompt and efficient manner, ensuring their safety and comfort at all times.
- Take responsibility for the ‘collection’ and ‘delivery’ of official supplies and other stocks to and from any designated location.
- Work and comply at all times, with the GHS transport policy, guidelines and protocols
- Keep the boat logbook updated regularly.
- Abide by all marine safety regulations.
- Undertake other official duties that may be assigned.

Communication and Working Relationship

- Maintain effective communication with work colleagues and other staff
- Attend and contribute at general staff meetings.

Personal Development and People Development

- Attend in-house training sessions relating to boat operations to update knowledge and skills.
- Keep up to date on job related issues as appropriate.
- Keep log of own performance and in-service training log for purposes of appraisal.

Health and Safety Responsibilities

- Take care of own safety and others who may be affected by your actions
- Adhere to the GHS health and Safety Policies and use any equipment or personal protective equipment provided to ensure safety.
- Pilot all boats carefully and safely and report any damage to the boat or accident/incidents in the course of duty to the Unit-In-Charge in accordance with standard protocols.

Quality Assurance

- Work within the prescribed quality standards for the boat operations
- Comply with the GHS quality assurance policy and guidelines.

Further Information

- The post holder must at all times:
 - o Work in accordance with the GHS Code of Conduct and Disciplinary Procedures.
 - o Strictly adhere to the provisions of the patient's charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification

Coxswain

<i>Criteria</i>	Essential	Desirable
Educational Qualification And Experience	Basic Navigation Certificate from Ghana Navy Training School Must possess Valid Navigation Certificate At least Three (3) years experience of accident-free piloting of boat and must still be actively piloting	
Knowledge	Knowledge of marine safety regulation	
Skills & Abilities	Ability to read and write simple English Good interpersonal skills Ability to move from one place to another easily Proven ability to cope with physical aspects of the job e.g. lifting/handling	
Personal Attributes	Physically fit and capable of undertaking strenuous duties. Integrity, commitment and courteous	

3.3.2 Senior Coxswain

Job Title	: Coxswain
Grade	: Senior Coxswain
Responsible to	: Unit In-Charge
Accountable to	: Head of Department

Job Purpose

To pilot and ensure daily maintenance of the boats

Main Duties and Responsibilities

- Ensure daily boat checks as required (e.g. check the conditions of the boat—the level of fuel, lubricants, etc)
- Complete relevant documentation associated with the reporting of any boat defects found, and boat serviceability
- Transport staff /patients to and from various locations within and outside the facility in a prompt and efficient manner, ensuring their safety and comfort at all times.
- Take responsibility for the 'collection' and 'delivery' of official supplies and other stocks from and to any designated location.
- Work and comply at all times, with the GHS transport policy, guidelines and protocols
- Keep the boat logbook updated regularly.
- Abide by all marine safety regulations.
- Undertake other official duties that may be assigned.

Communication and Working Relationship

- Maintain effective communication with work colleagues and other staff
- Attend and contribute at general staff meetings.

Personal Development and People Development

- Attend in-house training sessions relating to boat operations to update knowledge and skills.
- Keep up to date on job related issues as appropriate.
- Keep log of own performance and in-service training log for purposes of appraisal.

Health and Safety Responsibilities

- Take care of own safety and others who may be affected by your actions

- Adhere to the GHS health and Safety Policies and use any equipment or personal protective equipment provided to ensure safety.
- Pilot any boat assigned carefully and safely and report any damage to the boat or accident/incidents in the course of duty to the Unit-In-Charge in accordance with standard protocols.

Quality Assurance

- Work within the prescribed quality standards for the boat operations
- Comply with the GHS quality assurance policy and guidelines.

Further Information

- The post holder must at all times:
 - o Work in accordance with the GHS Code of Conduct and Disciplinary Procedures.
 - o Strictly adhere to the provisions of the patient's charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification Senior Coxswain

Criteria	Essential	Desirable
Educational Qualification And Experience	Basic Navigation Certificate from Ghana Navy Training School with Valid Navigation Certificate and at least Three (3) years working experience at the level of Coxswain plus continuing training in navigation	
Knowledge	Knowledge of marine safety regulation	
Skills & Abilities	Ability to read and write simple English Good interpersonal skills Ability to move from one place to another easily Proven ability to cope with physical aspects of the job e.g. lifting/handling	
Personal Attributes	Physically fit and capable of undertaking strenuous duties. Integrity, commitment and courteous	

3.3.3 Principal Coxswain

Job Title	: Coxswain
Grade	: Principal Coxswain
Responsible to	: Unit In-Charge
Accountable to	: Head of Department

Job Purpose

To pilot and ensure daily maintenance of the boats

Main Duties and Responsibilities

- Supervise and direct the activities of the junior Coxswains
- Ensure daily boat checks as required (e.g. check the conditions of the boat—the level of fuel, lubricants, etc)
- Complete relevant documentation associated with the reporting of any boat defects found, and boat serviceability
- Transport staff /patients to and from various locations within and outside the facility in a prompt and efficient manner, ensuring their safety and comfort at all times.
- Take responsibility for the 'collection' and 'delivery' of official supplies and other stocks from and to any designated location.
- Work and comply at all times, with the GHS transport policy, guidelines and protocols
- Keep the boat logbook updated regularly.
- Abide by all marine safety regulations.
- Undertake other official duties that may be assigned.

Communication and Working Relationship

- Maintain effective communication with work colleagues and other staff
- Attend and contribute at general staff meetings.

Personal Development and People Development

- Attend in-house training sessions relating to boat operations to update knowledge and skills.
- Keep up to date on job related issues as appropriate.
- Keep log of own performance and in-service training log for purposes of appraisal.

Health and Safety Responsibilities

- Take care of own safety and others who may be affected by your actions

- Adhere to the GHS health and Safety Policies and use any equipment or personal protective equipment provided to ensure safety.
- Pilot any boat assigned carefully and safely and report any damage to the boat or accident/incidents in the course of duty to the Unit-In-Charge in accordance with standard protocols.

Quality Assurance

- Work within the prescribed quality standards for the boat operations
- Comply with the GHS quality assurance policy and guidelines.

Further Information

- The post holder must at all times:
 - o Work in accordance with the GHS Code of Conduct and Disciplinary Procedures.
 - o Strictly adhere to the provisions of the patient's charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification

Principal Coxswain

<i>Criteria</i>	Essential	Desirable
<i>Educational Qualification And Experience</i>	Basic Navigation Certificate from Ghana Navy Training School with Valid Navigation Certificate and at least Five (5) years working experience at the level of Senior Coxswain plus continuing training in navigation	
<i>Knowledge</i>	Knowledge of marine safety regulation	
<i>Skills & Abilities</i>	Ability to read and write simple English Good interpersonal skills Ability to move from one place to another easily Proven ability to cope with physical aspects of the job e.g. lifting/handling	
<i>Personal Attributes</i>	Physically fit and capable of undertaking strenuous duties. Integrity, commitment and courteous	

4. ESTATE STAFF

4.1 ARCHITECTS

4.1.1 Architect

Job Title	:	Architect
Grade	:	Architect
Responsible To	:	Head of Unit
Accountable To	:	Divisional Head

Job Purpose

To coordinate the planning, programming, designing and construction of Ghana Health Service facilities to ensure that all new construction and alterations comply with the Ghana Health Service standards, local and national building codes, and the institutional requirements

Main Duties and Responsibilities

- Provide technical advice on planning and management of health infrastructure and capital investments
- Assist in designing the requested project by preparing a schematic drawing and a budget cost estimation sheet to help visualize the project and the costs involved, or coordinate these activities through a design consultant.
- Assist in the preparation of the final bid documents by completing the drawing and specifications for the construction project prior to sending the plans out for the bidding process, or coordinates these activities through a design consultant.
- Assist in the supervision of the construction of building projects
- Work with specialty consultants such as interior designers, acoustical engineers, landscape architects to receive advice and expertise in the construction and design project.
- Contribute to the development and review of Policies, Procedures and Manuals for civil works procurement in the Service
- Assist in the provision of technical support in project management and works procurement
- Assist in maintaining a written chronological report of actions transpired and decisions made throughout the project.
- Assist in the evaluation of regional plans and proposals for infrastructure development
- Perform other official duties that may be assigned

Communication and Working Relationship

- Maintain effective communication with other team members in the GHS as well as stakeholders and external agencies.
- Attend and report on site meetings for construction and maintenance
- Attend and contribute at staff meetings
- Participate in professional meetings and conferences as required
- Promote the development of news letter on estates

Personal and People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of planning, designing and construction of health facilities.
- Monitor own performance against agreed objectives and standards.
- Contribute to Continuing Professional Development (CPD) of estate staff.
- Keep log of own performance and in-service training log for purposes of appraisal.

Research

- Participate in the design and implementation of research activities in the unit.

Health Safety Responsibilities

- Take care of own safety and ensure the safety of other staff in the estate unit.

Quality Assurance

- Comply with all GHS Quality Assurance Policy guidelines and work within the prescribed quality standards for the estate services
- Keep up-to-date with quality developments relevant to area of work and related services.

Further Information

- The post holder must at all times:
 - Work in accordance with the GHS Code of Ethics and Code of Conduct and Disciplinary Procedures.
 - Strictly adhere to the provisions of the Patient's Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

**Person Specification
Architect**

Criteria	Essential	Desirable
<i>Educational Qualification and Experience</i>	B.Sc. Design with a Post Graduate Diploma in Architecture Must be a Registered member of the Architects Registration Council (ARC) of Ghana and must have completed at least ONE (1) year internship at a recognized health institution	MSc. or MA in Architecture or its equivalent
<i>Knowledge</i>	General knowledge of civil works procurement and contract administration. General knowledge of MOH/GHS capital planning and budgeting process and procedures Knowledge of Health and Safety	
<i>Skills</i>	Computer skills in word and data processing CAD skills Communication and interpersonal skills Report writing skills Problem solving skills Analytical skills	
<i>Personal Attributes</i>	Demonstrate flexibility and a methodological approach to work Ability to take initiative and to influence others positively	

4.1.2. Senior Architect

Job Title	:	Architect
Grade	:	Senior Architect
Responsible To	:	Head of Unit
Accountable To	:	Divisional Head

Job Purpose

To coordinate the planning, programming, designing and construction of Ghana Health Service facilities to ensure that all new construction and alterations comply with the Ghana Health Service standards, local and national building codes, and the institutional requirements

Main Duties and Responsibilities

- Provide technical advice on planning and management of health infrastructure and capital investments
- Participate in the initial meeting with the client to determine the needs of the client, the extent of the project, and to prepare the program.
- Design the requested project by preparing a schematic drawing and a budget cost estimation sheet to help visualize the project and the costs involved, or coordinate these activities through a design consultant.
- Complete the design development by meeting with the engineering consultant and preparing advance drawings depicting the electrical, plumbing, and other requirements of the construction project, or coordinate these activities through a design consultant.
- Contribute to the preparation of the final bid documents by completing the drawing and specifications for the construction project prior to sending the plans out for the bidding process, or coordinates these activities through a design consultant.
- Supervise the construction of building projects and ensure that the contractors are following the construction documents.
- Work with specialty consultants such as interior designers, acoustical engineers and landscape architects to receive advice and expertise in the construction and design project.
- Contribute to the development and review of Policies, Procedures and Manuals for civil works procurement in the Service
- Provide technical support in project management and works procurement
- Maintain a written chronological report of actions transpired and decisions made throughout the project.
- Play active role in the appraisal of the performance of consultants and contractors
- Contribute to the evaluation of regional plans and proposals for infrastructure development
- Liaise with respective institutions for efficient and effective projects delivery
- Perform other official duties that may be assigned

Communication and Working Relationship

- Maintain effective communication with other team members in the GHS as well as stakeholders and external agencies.
- Attend and report on site meetings for construction and maintenance
- Attend and contribute at staff meetings
- Participate in professional meetings and conferences as required
- Promote the development of news letter on estates

Personal and People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of planning, designing and construction of health facilities.
- Monitor own performance against agreed objectives and standards.
- Participate in the planning and designing of training programmes for the estate staff and other health care personnel
- Contribute to Continuing Professional Development (CPD) of the estate staff.
- Keep log of own performance and in-service training log for purposes of appraisal.

Management

- Supervise and direct the activities of the Estate Officers
- Participate in the day-to-day management of the Estate unit including personnel matters and appropriate record keeping
- Participate in the preparation of budget and annual report for activities of the unit
- Contribute to devising of improved job methods for increasing efficiency.
- Promote a positive image for GHS.

Research

- Participate in the design and implementation of research activities in the unit.

Health Safety Responsibilities

- Take care of own safety and the safety of all those who will be affected by your actions or omissions
- Promote adherence to health and safety policies, guidelines/protocols

Quality Assurance

- Comply with all GHS Quality Assurance Policy guidelines and work within the prescribed quality standards for the estate services
- Keep up-to-date with quality developments relevant to area of work and related services.

Further Information

- The post holder must at all times:
 - Work in accordance with the GHS Code of Ethics and Code of Conduct and Disciplinary Procedures.
 - Strictly adhere to the provisions of the Patient's Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification

Senior Architect

Criteria	Essential	Desirable
Educational Qualification and Experience	B.Sc. Design with a Post Graduate Diploma in Architecture and a Registered member of the Architects Registration Council (ARC) of Ghana plus at least Three (3) years working experience at the level of Architect; Evidence of continuing professional development and training in management.	MSc. or MA in Architecture or its equivalent
Knowledge	Knowledge of GHS civil works procurement and contract administration and management Knowledge of MoH/GHS policies and operating procedures. Knowledge of MOH/GHS capital planning and budgeting process and procedures	
Skills	Computer skills in word and data processing CAD skills Planning skills Negotiation skills Report writing skills Excellent writing and verbal communication skills. Ability to work, lead and manage a multi-disciplinary team. Ability to organise workload and work under pressure to meet tight deadlines. Demonstrated ability to work on own initiative. Excellent problem-solving skills	
Personal Attributes	Demonstrate flexibility and a methodological approach to work Ability to take initiative and to influence others positively	

4.1.3 Principal Architects

Job Title	:	Architect
Grade	:	Principal Architect
Responsible To	:	Head of Unit
Accountable To	:	Divisional Head

Job Purpose

To coordinate the planning, programming, designing and construction of Ghana Health Service facilities to ensure that all new construction and alterations comply with the Ghana Health Service standards, local and national building codes, and the institutional requirements.

Main Duties and Responsibilities

- Provide technical advice on planning and management of health infrastructure and capital investments
- Coordinate the initial meeting with the client to determine the needs of the client, the extent of the project, and to prepare the program.
- Design the requested project by preparing a schematic drawing and a budget cost estimation sheet to help visualize the project and the costs involved, or coordinate these activities through a design consultant.
- Complete the design development by meeting with the engineering consultant and preparing advance drawings depicting the electrical, plumbing, and other requirements of the construction project, or coordinate these activities through a design consultant.
- Contribute to the preparation of the final bid documents by completing the drawing and specifications for the construction project prior to sending the plans out for the bidding process, or coordinates these activities through a design consultant.
- Supervise the construction of building projects and ensure that the contractors are following the construction documents.
- Work with specialty consultants such as interior designers, acoustical engineers, landscape architects, and food service designers, to receive advice and expertise in the construction and design project.
- Contribute to the development and review of Policies, Procedures and Manuals for civil works procurement in the Service
- Provide technical support in project management and works procurement
- Maintain a written chronological report of actions transpired and decisions made throughout the project.
- Ensure appraisal of the performance of consultants and contractors
- Supervise the evaluation of regional plans and proposals for infrastructure development
- Liaise with respective institutions for efficient and effective projects delivery
- Perform other official duties that may be assigned.

Communication and Working Relationship

- Maintain effective communication with other team members in the GHS as well as stakeholders and external agencies.
- Attend and report on site meetings for construction and maintenance
- Attend and contribute at staff meetings
- Participate in professional meetings and conferences as required
- Promote the development of news letter on estates

Personal and People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of planning, designing and construction of health facilities.
- Monitor own performance against agreed objectives and standards.
- Participate in the planning and designing of training programmes for the estate staff and other health care personnel
- Contribute to Continuing Professional Development (CPD) of the estate staff.
- Keep log of own performance and in-service training log for purposes of appraisal.

Management

- Supervise and direct the activities of the Estate Officers
- Participate in the day-to-day management of the Estate unit including personnel matters and appropriate record keeping
- Contribute to the preparation of budget and annual report for activities of the unit
- Contribute to devising of improved job methods for increasing efficiency.
- Promote a positive image for GHS.

Research

- Participate in the design and implementation of research activities in the unit.

Health Safety Responsibilities

- Take care of own safety and the safety of all those who will be affected by your actions or omissions
- Promote adherence to health and safety policies, guidelines/protocols

Quality Assurance

- Comply with all GHS Quality Assurance Policy guidelines and work within the prescribed quality standards for the estate services
- Keep up-to-date with quality developments relevant to area of work and related services.

Further Information

- The post holder must at all times:
 - Work in accordance with the GHS Code of Ethics and Code of Conduct and Disciplinary Procedures.
 - Strictly adhere to the provisions of the Patient's Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification

Principal Architect

Criteria	Essential	Desirable
Educational Qualification and Experience	<p>B.Sc. Design with a Post Graduate Diploma in Architecture and a Registered member of the Architects Registration Council (ARC) of Ghana plus at least FIVE (5) years working experience at the grade of Senior Architect; Evidence of continuing professional development and training in management.</p> <p>Experience in GHS civil works procurement process Experience in GHS capital planning and budgeting process</p>	MSc. or MA in Architecture or its equivalent
Knowledge	<p>Knowledge of GHS civil works procurement and contract administration and management Knowledge of MoH/GHS policies and operating procedures. Knowledge of MOH/GHS capital planning and budgeting process and procedures</p>	
Skills	<p>Computer skills in word and data processing CAD skills Planning skills Negotiation skills Report writing skills Excellent writing and verbal communication skills. Ability to work, lead and manage a multi-disciplinary team. Ability to organise workload and work under pressure to meet tight deadlines. Demonstrated ability to work on own initiative. Excellent problem-solving skills</p>	
Personal Attributes	<p>Demonstrate flexibility and a methodological approach to work Ability to take initiative and to influence others positively</p>	

4.1.4. Deputy Chief Architect

Job Title	:	Architect
Grade	:	Deputy Chief Architect
Responsible To	:	Head of Unit
Accountable To	:	Divisional Head

Job Purpose

To coordinate the planning, programming, designing and construction of Ghana Health Service facilities to ensure that all new construction and alterations comply with the Ghana Health Service standards, local and national building codes, and the institutional requirements

Main Duties and Responsibilities

- Provide technical advice on planning and management of health infrastructure and capital investments
- Coordinate the initial meeting with the client to determine the needs of the client, the extent of the project, and to prepare the program.
- Design the requested project by preparing a schematic drawing and a budget cost estimation sheet to help visualize the project and the costs involved, or coordinate these activities through a design consultant.
- Complete the design development by meeting with the engineering consultant and preparing advance drawings depicting the electrical, plumbing, and other requirements of the construction project, or coordinate these activities through a design consultant.
- Oversee the preparation of the final bid documents by completing the drawing and specifications for the construction project prior to sending the plans out for the bidding process, or coordinates these activities through a design consultant.
- Oversee the construction of building projects to ensure that the contractors are following the construction documents.
- Work with specialty consultants such as interior designers, acoustical engineers, landscape architects, and food service designers, to receive advice and expertise in the construction and design project.
- Contribute to the development and review of Policies, Procedures and Manuals for civil works procurement in the Service
- Provide technical support in project management and works procurement.
- Take a lead role in ensuring maintenance of a written chronological report of actions transpired and decisions made throughout the project.
- Ensure appraisal of the performance of consultants and contractors
- Supervise the evaluation of regional plans and proposals for infrastructure development
- Liaise with respective institutions for efficient and effective projects delivery
- Perform other official duties that may be assigned

Communication and Working Relationship

- Maintain effective communication with other team members in the GHS as well as stakeholders and external agencies.
- Attend and report on site meetings for construction and maintenance
- Attend and contribute at staff meetings
- Participate in professional meetings and conferences as required
- Promote the development of news letter on estates

Personal and People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of planning, designing and construction of health facilities.
- Monitor own performance against agreed objectives and standards.
- Plan and design training programmes for the estate staff and other health care personnel
- Ensure Continuing Professional Development (CPD) of the estate staff.
- Undertake appraisal of the performance of the estate staff
- Keep log of own performance and in-service training log for purposes of appraisal.

Management

- Supervise and direct the activities of the Junior Architects and the Estate Officers
- Play active role in ensuring effective and efficient use of human and material resources in the unit
- Maintain good standards of records of all activities undertaken in the unit
- Contribute to the preparation of budget and annual report for activities of the unit
- Promote a positive image for GHS

Research and Development

- Undertake studies of health buildings in use and feed forward findings
- Undertake post occupancy reviews and evaluations of buildings
- Undertake project cycle evaluation and feed forward findings
- Undertake studies in customer focused designs
- Undertake studies in the impact of the built environment on patients, staff and other users

Health and Safety

- Take care of own safety and the safety of all those who will be affected by your actions or omissions
- Promote adherence to health and safety policies, guidelines/protocols

Quality Assurance

- Comply with the GHS quality assurance policy and guidelines.
- Keep up-to-date with quality developments relevant to area of work and related services.

Further Information

- The post holder must at all times:
 - Work in accordance with the GHS Code of Professional Conduct and Disciplinary Procedure.
 - Strictly adhere to the provisions of the patient's charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification Deputy Chief Architect

Criteria	Essential	Desirable
Educational Qualification and Experience	<p>B.Sc. Design with a Post Graduate Diploma in Architecture and a Registered member of the Architects Registration Council (ARC) of Ghana plus MSc. or MA Degree in Architecture or its equivalent at the level of Principal Architect; Evidence of leadership and continuing professional development and training in management.</p> <p>Or</p> <p>B.Sc. Design with a Post Graduate Diploma in Architecture and a Registered member of the Architects Registration Council (ARC) of Ghana plus MSc. or MA Degree in Architecture or its equivalent with at least Three (3) years post Masters Degree working experience at the level of Senior Architect; Evidence of leadership and continuing professional development and training in management</p> <p>Or</p> <p>B.Sc. Design with a Post Graduate Diploma in Architecture and a Registered member of the Architects Registration Council (ARC) of Ghana plus Five (5) years working experience at the grade of Principal Architect; Evidence of leadership and continuing professional development and training in management.</p> <p>Research experience Experience in GHS civil works procurement process Experience in GHS capital planning and budgeting process</p>	
Knowledge	<p>Broad knowledge of GHS civil works procurement and contract administration and management</p> <p>Broad knowledge of MoH/GHS policies and operating procedures.</p> <p>Broad knowledge of MOH/GHS capital planning and budgeting process and procedures</p>	

Skills	<p>Computer skills in word and data processing CAD skills Planning skills Negotiation skills Report writing skills Excellent writing and verbal communication skills. Ability to work, lead and manage a multi-disciplinary team. Ability to organise workload and work under pressure to meet tight deadlines. Demonstrated ability to work on own initiative. Excellent problem-solving skills</p>	
Personal Attributes	<p>Demonstrate flexibility and a methodological approach to work Ability to take initiative and to influence others positively</p>	

1.5. Chief Architect

Job Title	:	Architect
Grade	:	Chief Architect
Responsible To	:	Head of Unit/Department
Accountable To	:	Divisional Head

Job Purpose

To coordinate the planning, programming, designing and construction of Ghana Health Service facilities to ensure that all new construction and alterations comply with the Ghana Health Service standards, local and national building codes, and the institutional requirements

Main Duties and Responsibilities

- Provide technical advice on planning and management of health infrastructure and capital investments
- Coordinate the initial meeting with the client to determine the needs of the client, the extent of the project, and to prepare the program.
- Design the requested project by preparing a schematic drawing and a budget cost estimation sheet to help visualize the project and the costs involved, or coordinate these activities through a design consultant.
- Complete the design development by meeting with the engineering consultant and preparing advance drawings depicting the electrical, plumbing, and other requirements of the construction project, or coordinate these activities through a design consultant.
- Oversee the preparation of the final bid documents by completing the drawing and specifications for the construction project prior to sending the plans out for the bidding process, or coordinates these activities through a design consultant.
- Oversee the construction of building projects and ensure that the contractors are following the construction documents.
- Work with specialty consultants such as interior designers, acoustical engineers, landscape architects, and food service designers, to receive advice and expertise in the construction and design project.
- Contribute to the development and review of Policies, Procedures and Manuals for civil works procurement in the Service
- Provide technical support in project management and works procurement.
- Ensure maintenance of a written chronological report of actions transpired and decisions made throughout the project.
- Ensure appraisal of the performance of consultants and contractors
- Supervise the evaluation of regional plans and proposals for infrastructure development
- Liaise with respective institutions for efficient and effective projects delivery
- Perform other official duties that may be assigned

Communication and Working Relationship

- Maintain effective communication with other team members in the GHS as well as stakeholders and external agencies.
- Attend and report on site meetings for construction and maintenance
- Attend and contribute at staff meetings
- Participate in professional meetings and conferences as required
- Promote the development of news letter on estates

Personal and People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of planning, designing and construction of health facilities.
- Monitor own performance against agreed objectives and standards.
- Plan and design training programmes for the estate staff and other health care personnel.
- Ensure Continuing Professional Development (CPD) of the estate staff.
- Undertake appraisal of the performance of the estate staff
- Keep log of own performance and in-service training log for purposes of appraisal.

Management

- Oversea and coordinate the activities of the Junior Architects and the Estate Officers
- Ensure effective and efficient use of human and material resources in the unit
- Ensure maintenance of good standards of records of all activities undertaken in the unit
- Lead in the preparation of budget and annual report for activities of the unit
- Promote the positive image of GHS

Research and Development

- Undertake studies of health buildings in use and feed forward findings
- Undertake post occupancy reviews and evaluations of buildings
- Undertake project cycle evaluation and feed forward findings
- Undertake studies in customer focused designs
- Undertake studies in the impact of the built environment on patients, staff and other users

Health and Safety

- Take care of own safety and the safety of all those who will be affected by your actions or omissions
- Ensure adherence to health and safety policies, guidelines/protocols

Quality Assurance

- Comply with the GHS quality assurance policy and guidelines.
- Keep up-to-date with quality developments relevant to area of work and related services.

Further Information

- The post holder must at all times:
 - Work in accordance with the GHS Code of Professional Conduct and Disciplinary Procedure.
 - Strictly adhere to the provisions of the patient's charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification Chief Architect

Criteria	Essential	Desirable
Educational Qualification and Experience	<p>B.Sc. Design with a Post Graduate Diploma in Architecture and a Registered member of the Architects Registration Council (ARC) of Ghana plus MSc. or MA Degree in Architecture or its equivalent plus at least FIVE (5) years working experience at the level of Deputy Chief Architect; Evidence of leadership and continuing professional development and training in management.</p> <p>Research experience Experience in GHS civil works procurement process Experience in GHS capital planning and budgeting process</p>	
Knowledge	<p>Broad knowledge of GHS civil works procurement and contract administration and management Broad knowledge of MoH/GHS policies and operating procedures. Broad knowledge of MOH/GHS capital planning and budgeting process and procedures</p>	

Skills	<p>Computer skills in word and data processing CAD skills Planning skills Negotiation skills Report writing skills Excellent writing and verbal communication skills. Ability to work, lead and manage a multi-disciplinary team. Ability to organise workload and work under pressure to meet tight deadlines. Demonstrated ability to work on own initiative. Excellent problem-solving skills</p>	
<i>Personal Attributes</i>	<p>Demonstrate flexibility and a methodological approach to work Ability to take initiative and to influence others positively</p>	

4.2 QUANTITY SURVEYORS

4.2.1 Quantity Surveyor

Job Title	:	Quantity Surveyor
Grade	:	Quantity Surveyor
Responsible To	:	Head of Unit
Accountable To	:	Divisional Head

Job Purpose

To provide advice on the cost as well as the best procurement processes that gives value for money for Ghana Health Service infrastructure development

Main Duties and Responsibilities

- Provide technical advice on:
 - Prices quoted by Consultants vis-à-vis the open market prices for consideration of the Management
 - Contract documents prior to signing by the Service to ensure that they address the contractual requirement of the Service
 - All interim applications for payment from contractors and consultants before making recommendations to the Head of the Unit for payment by the Director-General of the service
 - Progress of all ongoing projects through reports on action required to be taken by the service
 - All variation orders and their cost implications before seeking approval from management of the Service
 - Capital Investment Budget of the Service
 - Budgeting and budgetary cost control of projects
- Assist in the development and review of Policies, Procedures and Manuals for civil works procurement in the Service
- Assist in ensuring that procurement processes for projects both at the National and Regional levels are in compliance with National Procurement Law and Guidelines
- Assist in the collection and collation of market prices for making estimates for any proposed project and for building up unit rates for the purposes of determining prices and unit cost
- Participate in the vetting and preparation of Tender Evaluation reports for approval by management
- Assist in the preparation of procurement plans for the Capital Investment of the Service
- Participate in the monitoring of regional projects and procurement processes.
- Perform other official duties that may be assigned

Communication and Working Relationship

- Maintain effective communication with other team members in the GHS as well as stakeholders and external agencies.
- Attend and report on site meetings for construction and maintenance
- Attend and contribute at staff meetings
- Participate in professional meetings and conferences as required
- Promote the development of news letter on estates

Personal and People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of capital project planning and management.
- Monitor own performance against agreed objectives and standards.
- Contribute to Continuing Professional Development (CPD) of estate staff.
- Keep log of own performance and in-service training log for purposes of appraisal.

Research

- Participate in the design and implementation of research activities in the unit.

Health Safety Responsibilities

- Take care of own safety and ensure the safety of other staff in the estate unit.

Quality Assurance

- Comply with all GHS Quality Assurance Policy guidelines and work within the prescribed quality standards for the estate services
- Keep up-to-date with quality developments relevant to area of work and related services.

Further Information

- The post holder must at all times:
 - Work in accordance with the GHS Code of Ethics and Code of Conduct and Disciplinary Procedures.
 - Strictly adhere to the provisions of the Patient's Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

**Person Specification
Quantity Surveyor**

Criteria	Essential	Desirable
<i>Educational Qualification and Experience</i>	BSC in Building Technology or Equivalent and at least ONE (1) year National Service or Internship in a recognized health institution	Member of relevant professional body Post graduate qualification
<i>Knowledge</i>	General knowledge of MoH/GHS civil works procurement and contract administration General knowledge of capital project planning and management Knowledge of Health and Safety	
<i>Skills</i>	Computer skills in word and data processing Communication and interpersonal skills Report writing skills Problem solving skills Negotiation skills Analytical skills	
<i>Personal Attributes</i>	Demonstrate flexibility and a methodological approach to work Ability to take initiative and to influence others positively	

4.2.2 Senior Quantity Surveyor

Job Title	:	Quantity Surveyor
Grade	:	Senior Quantity Surveyor
Responsible To	:	Head of Unit
Accountable To	:	Divisional Head

Job Purpose

To provide advice on the cost as well as the best procurement processes that give value for money for Ghana Health Service infrastructure development

Main Duties and Responsibilities

- Provide technical advice on:
 - Prices quoted by Consultants vis-à-vis the open market prices for consideration of the Management
 - Contract documents prior to signing by the Service to ensure that they address the contractual requirement of the Service
 - All interim applications for payment from contractors and consultants before making recommendations to the Head of the Unit for payment by the Director-General of the service
 - Progress of all ongoing projects through reports on action required to be taken by the service
 - All variation orders and their cost implications before seeking approval from management of the Service
 - Capital Investment Budget of the Service
 - Budgeting and budgetary cost control of projects
- Contribute to the development and review of Policies, Procedures and Manuals for civil works procurement in the Service
- Play active role in ensuring that procurement processes for projects both at the National and Regional levels are in compliance with National Procurement Law and Guidelines
- Participate in the collection and collation of market prices for making estimates for any proposed project and for building up unit rates for the purposes of determining prices and unit cost
- Participate in the vetting and preparation of Tender Evaluation reports for approval by management
- Negotiate contracts where necessary in accordance with procurement guidelines
- Contribute to the preparation of procurement plans for the Capital Investment of the Service
- Participate in the monitoring of regional capital projects and procurement processes.
- Provide technical support to the regions on capital project planning and management.
- Perform other official duties that may be assigned.

Communication and Working Relationship

- Maintain effective communication with other team members in the GHS as well as stakeholders and external agencies.
- Attend and report on site meetings for construction and maintenance
- Attend and contribute at staff meetings
- Participate in professional meetings and conferences as required
- Promote the development of news letter on estates

Personal and People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of capital project planning and management.
- Monitor own performance against agreed objectives and standards.
- Participate in the planning and designing of training programmes for the estate staff and other health care personnel
- Contribute to Continuing Professional Development (CPD) of estate staff.
- Keep log of own performance and in-service training log for purposes of appraisal.

Management

- Supervise and direct the activities of the subordinate staff in the unit
- Participate in the day-to-day management of the unit including personnel matters and appropriate record keeping
- Participate in the preparation of budget and annual report for activities of the unit
- Contribute to devising of improved job methods for increasing efficiency.
- Promote a positive image for GHS.

Research

- Participate in the design and implementation of research activities in the unit.

Health Safety Responsibilities

- Take care of own safety and the safety of all those who will be affected by your actions or omissions
- Promote adherence to health and safety policies, guidelines/protocols

Quality Assurance

- Comply with all GHS Quality Assurance Policy guidelines and work within the prescribed quality standards for the estate services
- Keep up-to-date with quality developments relevant to area of work and related services.

Further Information

- The post holder must at all times:
 - Work in accordance with the GHS Code of Ethics and Code of Conduct and Disciplinary Procedures.
 - Strictly adhere to the provisions of the Patient's Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification

Senior Quantity Surveyor

Criteria	Essential	Desirable
Education Qualification and Experience	B.Sc. in Building Technology or Equivalent plus Three (3) years working experience at the grade of Quantity Surveyor; Evidence of continuing professional development and training in management.	Member of relevant professional body Postgraduate qualification
Knowledge	Knowledge of MoH/GHS policies and operating procedures. Knowledge of MOH/GHS capital planning and budgeting process and procedures Knowledge of MoH/GHS civil works procurement and contract administration Knowledge of Health and Safety	
Skills	Computer skills in word and data processing Planning skills Negotiation skills Report writing skills Excellent writing and verbal communication skills. Ability to work, lead and manage a multi-disciplinary team. Ability to organise workload and work under pressure to meet tight deadlines. Demonstrated ability to work on own initiative. Excellent problem-solving skills	
Personal Attributes	Demonstrate flexibility and a methodological approach to work Ability to take initiative and to influence others positively	

4.2.3 Principal Quantity Surveyor

Job Title	:	Quantity Surveyor
Grade	:	Principal Quantity Surveyor
Responsible To	:	Head of Unit
Accountable To	:	Divisional Head

Job Purpose

To provide advice on the cost as well as the best procurement processes that give value for money for Ghana Health Service infrastructure development

Main Duties and Responsibilities

- Provide technical advice on:
 - Prices quoted by Consultants vis-à-vis the open market prices for consideration of the Management
 - Contract documents prior to signing by the Service to ensure that they address the contractual requirement of the Service
 - All interim applications for payment from contractors and consultants before making recommendations to the Head of the Unit for payment by the Director-General of the service
 - Progress of all ongoing projects through reports on action required to be taken by the service
 - All variation orders and their cost implications before seeking approval from management of the Service
 - Capital Investment Budget of the Service
 - Budgeting and budgetary cost control of projects
- Contribute to the development and review of Policies, Procedures and Manuals for civil works procurement in the Service
- Ensure that procurement processes for projects both at the National and Regional levels are in compliance with National Procurement Law and Guidelines
- Play active role in the collection and collation of market prices for making estimates for any proposed project and for building up unit rates for the purposes of determining prices and unit cost
- Play active role in the vetting and preparation of Tender Evaluation reports for approval by management
- Negotiate contracts where necessary in accordance with procurement guidelines
- Contribute to the preparation of procurement plans for the Capital Investment of the Service
- Participate in the monitoring of regional capital projects and procurement processes.
- Provide technical support to the regions on capital project planning and management.
- Perform other official duty that may be assigned.

Communication and Working Relationship

- Maintain effective communication with other team members in the GHS as well as stakeholders and external agencies.
- Attend and report on site meetings for construction and maintenance
- Attend and contribute at staff meetings
- Participate in professional meetings and conferences as required
- Promote the development of news letter on estates

Personal and People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of capital project planning and management
- Monitor own performance against agreed objectives and standards.
- Participate in the planning and designing of training programmes for the estate staff and other health care personnel
- Contribute to Continuing Professional Development (CPD) of estate staff.
- Keep log of own performance and in-service training log for purposes of appraisal.

Management

- Supervise and direct the activities of the subordinate staff in the unit
- Participate in the day-to-day management of the unit including personnel matters and appropriate record keeping
- Contribute to the preparation of budget and annual report for activities of the unit
- Contribute to devising of improved job methods for increasing efficiency.
- Promote a positive image for GHS.

Research

- Participate in the design and implementation of research activities in the unit.

Health Safety Responsibilities

- Take care of own safety and the safety of all those who will be affected by your actions or omissions
- Promote adherence to health and safety policies, guidelines/protocols

Quality Assurance

- Comply with all GHS Quality Assurance Policy guidelines and work within the prescribed quality standards for the estate services
- Keep up-to-date with quality developments relevant to area of work and related services.

Further Information

- The post holder must at all times:
 - Work in accordance with the GHS Code of Ethics and Code of Conduct and Disciplinary Procedures.
 - Strictly adhere to the provisions of the Patient's Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification

Principal Quantity Surveyor

Criteria	Essential	Desirable
Qualification and Educational Requirement	B.Sc in Building Technology or Equivalent plus FIVE (5) years working experience at the grade of Quantity Surveyor; Evidence of leadership and continuing professional development and training in management. Experience in capital project planning and management Experience in GHS civil works procurement process and procedures	Member of relevant professional body Postgraduate qualification
Knowledge	Knowledge of MoH/GHS policies and operating procedures. Knowledge of MOH/GHS capital planning and budgeting process and procedures Knowledge of MoH/GHS civil works procurement and contract administration Knowledge of Health and Safety	
Skills	Computer skills in word and data processing Planning skills Negotiation skills Report writing skills Excellent writing and verbal communication skills. Ability to work, lead and manage a multi-disciplinary team. Ability to organise workload and work under pressure to meet tight deadlines. Demonstrated ability to work on own initiative. Excellent problem-solving skills	
Personal Attributes	Demonstrate flexibility and a methodological approach to work Ability to take initiative and to influence others positively	

4.2.4 Deputy Chief Quantity Surveyor

Job Title	:	Quantity Surveyor
Grade	:	Deputy Chief Quantity Surveyor
Responsible To	:	Head of Unit/ Department
Accountable To	:	Divisional Head

Job Purpose

To provide advice on the cost as well as the best procurement processes that give value for money for Ghana Health Service infrastructure development

Main Duties and Responsibilities

- Provide technical advice on:
 - Prices quoted by Consultants vis-à-vis the open market prices for consideration of the Management
 - Contract documents prior to signing by the Service to ensure that they address the contractual requirement of the Service
 - All interim applications for payment from contractors and consultants before making recommendations to the Head of the Unit for payment by the Director-General of the service
 - Progress of all ongoing projects through reports on action required to be taken by the service
 - All variation orders and their cost implications before seeking approval from management of the Service
 - Capital Investment Budget of the Service
 - Budgeting and budgetary cost control of projects
- Contribute to the development and review of Policies, Procedures and Manuals for civil works procurement in the Service
- Ensure that procurement processes for projects both at the National and Regional levels are in compliance with National Procurement Law and Guidelines
- Oversee the collection and collation of market prices for making estimates for any proposed project and for building up unit rates for the purposes of determining prices and unit cost
- Play active role in the vetting and preparation of Tender Evaluation reports for approval by management
- Negotiate contracts where necessary in accordance with procurement guidelines
- Play active role in the preparation of procurement plans for the Capital Investment of the Service
- Undertake monitoring of regional capital projects and procurement processes.
- Provide technical support to the regions on capital project planning and management.
- Perform other official duties that may be assigned.

Communication and Working Relationship

- Maintain effective communication with other team members in the GHS as well as stakeholders and external agencies.
- Attend and report on site meetings for construction and maintenance
- Attend and contribute at staff meetings
- Participate in professional meetings and conferences as required
- Promote the development of news letter on estates

Personal and People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of capital project planning and management
- Monitor own performance against agreed objectives and standards.
- Contribute to the planning and designing of training programmes for the estate staff and other health care personnel
- Contribute to Continuing Professional Development (CPD) of the estate staff.
- Participate in the appraisal of performance of the estate staff
- Keep log of own performance and in-service training log for purposes of appraisal.

Management

- Supervise and direct the activities of the Junior Quantity Surveyors and the Estate Officers
- Play active role in ensuring effective and efficient use of human and material resources in the unit
- Maintain good standards of records of all activities undertaken in the unit
- Contribute to the preparation of budget and annual report for activities of the unit
- Contribute to devising improved job methods for increasing efficiency in the unit.
- Promote a positive image for GHS

Research and Development

- Participate in formal evaluation and research programmes in the area of estate

Health and Safety

- Take care of own safety and the safety of all those who will be affected by your actions or omissions
- Ensure adherence to health and safety policies, guidelines/protocols

Quality Assurance

- Comply with the GHS quality assurance policy and guidelines.

- Keep up-to-date with quality developments relevant to area of work and related services.

Further Information

- The post holder must at all times:
 - Work in accordance with the GHS Code of Professional Conduct and Disciplinary Procedure.
 - Strictly adhere to the provisions of the patient’s charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification

Deputy Chief Quantity Surveyor

Criteria	Essential	Desirable
Educational Qualification and Experience	<p>BSC in Building Technology or Equivalent plus MSc. or MA Degree in Building Technology or its equivalent at the level of Principal Quantity Surveyor; Evidence of leadership and continuing professional development and training in management.</p> <p>Or</p> <p>BSC in Building Technology or Equivalent plus MSc. or MA Degree in Building Technology or its equivalent with at least THREE (3) years post Masters Degree working experience at the level of Senior Quantity Surveyor; Evidence of leadership and continuing professional development and training in management</p> <p>Or</p> <p>BSC in Building Technology or Equivalent plus FIVE (5) years working experience at the grade of Principal Quantity Surveyor; Evidence of leadership and continuing professional development and training in management.</p> <p>Research experience Experience in capital project planning and management Experience in GHS civil works procurement process and procedures</p>	Member of relevant professional body
Knowledge	<p>Broad knowledge of MoH/GHS policies and operating procedures. Broad knowledge of MOH/GHS capital planning and budgeting process and procedures Broad knowledge of MoH/GHS civil works procurement and contract administration</p>	

Skills	<p>Computer skills in word and data processing Planning skills Negotiation skills Report writing skills Excellent writing and verbal communication skills. Ability to work, lead and manage a multi-disciplinary team. Ability to organise workload and work under pressure to meet tight deadlines. Demonstrated ability to work on own initiative. Excellent problem-solving skills</p>	
Personal Attributes	<p>Demonstrate flexibility and a methodological approach to work Ability to take initiative and to influence others positively</p>	

4.2.5 Chief Quantity Surveyor

Job Title	:	Quantity Surveyor
Grade	:	Chief Quantity Surveyor
Responsible To	:	Head of Unit/ Department
Accountable To	:	Divisional Head

Job Purpose

To provide advice on the cost as well as the best procurement processes that give value for money for Ghana Health Service infrastructure development

Main Duties and Responsibilities

- Provide technical advice on:
 - Prices quoted by Consultants vis-à-vis the open market prices for consideration of the Management
 - Contract documents prior to signing by the Service to ensure that they address the contractual requirement of the Service
 - All interim applications for payment from contractors and consultants before making recommendations to the Head of the Unit for payment by the Director-General of the service
 - Progress of all ongoing projects through reports on action required to be taken by the service
 - All variation orders and their cost implications before seeking approval from management of the Service
 - Capital Investment Budget of the Service
 - Budgeting and budgetary cost control of projects
- Contribute to the development and review of Policies, Procedures and Manuals for civil works procurement in the Service
- Ensure that procurement processes for projects both at the National and Regional levels are in compliance with National Procurement Law and Guidelines
- Oversee the collection and collation of market prices for making estimates for any proposed project and for building up unit rates for the purposes of determining prices and unit cost
- Play active role in the vetting and preparation of Tender Evaluation reports for approval by management
- Negotiate contracts where necessary in accordance with procurement guidelines
- Play active role in the preparation of procurement plans for the Capital Investment of the Service
- Undertake monitoring of regional capital projects and procurement processes.
- Provide technical support to the regions on capital project planning and management.
- Perform other official duties that may be assigned.

Communication and Working Relationship

- Maintain effective communication with other team members in the GHS as well as stakeholders and external agencies.
- Attend and report on site meetings for construction and maintenance
- Attend and contribute at staff meetings
- Participate in professional meetings and conferences as required
- Promote the development of news letter on estates

Personal and People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of capital project planning and management
- Monitor own performance against agreed objectives and standards.
- Plan and design training programmes for the estate staff and other health care personnel
- Ensure Continuing Professional Development (CPD) of the Quantity Surveyors and other estate staff.
- Ensure appraisal of performance of the Quantity Surveyors and other estate staff
- Keep log of own performance and in-service training log for purposes of appraisal.

Management

- Oversea and coordinate the activities of the Quantity Surveyors and the Estate Officers
- Ensure effective and efficient use of human and material resources in the unit
- Ensure maintenance of good standards of records of all activities undertaken in the unit
- Play a lead role in the preparation of budget and annual report for activities of the unit
- Devise improved job methods for increasing efficiency in the unit.
- Promote a positive image for GHS

Research and Development

- Participate in formal evaluation and research programmes in the area of estate

Health and Safety

- Take care of own safety and the safety of all those who will be affected by your actions or omissions
- Promote adherence to health and safety policies, guidelines/protocols

Quality Assurance

- Comply with the GHS quality assurance policy and guidelines.
- Keep up-to-date with quality developments relevant to area of work and related services.

Further Information

- The post holder must at all times:
 - Work in accordance with the GHS Code of Professional Conduct and Disciplinary Procedure.
 - Strictly adhere to the provisions of the patient's charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification

Chief Quantity Surveyor

Criteria	Essential	Desirable
Educational Qualification and Experience	B.Sc in Building Technology or Equivalent plus MSc. or MA Degree in Building Technology or its equivalent with at least FIVE (5) years post Masters Degree working experience at the level of Deputy Chief Quantity Surveyor; Evidence of leadership and continuing professional development and training in management Research experience Experience in capital project planning and management Experience in GHS civil works procurement process and procedures	Member of relevant professional body
Knowledge	Broad knowledge of MoH/GHS policies and operating procedures. Broad knowledge of MOH/GHS capital planning and budgeting process and procedures Broad knowledge of MoH/GHS civil works procurement and contract administration	

Skills	<p>Computer skills in word and data processing Planning skills Negotiation skills Report writing skills Excellent writing and verbal communication skills. Ability to work, lead and manage a multi-disciplinary team. Ability to organise workload and work under pressure to meet tight deadlines. Demonstrated ability to work on own initiative. Excellent problem-solving skills</p>	
Personal Attributes	<p>Demonstrate flexibility and a methodological approach to work Ability to take initiative and to influence others positively</p>	

4.3 ESTATE OFFICERS

4.3.1 Estate Officer

Job Title	:	Estate Officer
Grade	:	Estate Officer
Responsible To	:	Unit-In-Charge
Accountable To	:	Head of Department

Job Purpose

To coordinate and supervise maintenance and estate services in the health facility

Main Duties and Responsibilities

- Assist in the provision of technical support on estate services including:
 - Development and dissemination of guidelines on the appropriate use of estates
 - Collating district annual civil works plan into regional plan
 - Development, maintenance and keeping of estate database, assets register and inventory
 - Investigation into land and title registry and advise management accordingly
 - Undertaking property market and advising management as appropriate
 - Estimating cost for maintenance, fittings, fixtures and furniture.
 - Advising on rental valuation of premises management
 - Management of lease and tenancy agreement as well as the landed property of the facility
- Assist in the procurement and management of civil works. This includes:
 - Preparation of Terms of Reference for civil works
 - Selection of consultants and contractors
 - Monitoring and reporting on level of civil works
 - Monitoring and reporting on level of payment certificates
 - Certifying the completion of works and assessing the need for additional resources and new development projects
 - Writing draft bills of quantities and contract documents
 - Preparation of Interim payment certificates for projects
 - Participating in Tender Board meetings
- Assist in the planning and implementation of preventive and corrective maintenance. This includes:
 - Development of standards and specification for maintenance

- Undertake conditional surveys of property prior to planning for maintenance
- Drawing up maintenance work schedule and preparing budget for preventive maintenance
- Writing material specifications and monitoring and certifying works done
- Liaising with respective institutions for efficient and effective maintenance and use of office equipment and machinery

Communication and Working Relationships

- Maintain effective communication with colleagues, visitors and clients.
- Attend and contribute at staff meetings.
- Effectively work in a team with other maintenance staff in the facility.

Personal and People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of estate services
- Monitor own performance against agreed objectives and standards.
- Keep up to date on job related issues as appropriate.
- Assist in the planning and designing of training programmes for the estate staff and other health care personnel
- Keep log of own performance and in-service training log for purposes of appraisal.

Health & Safety Responsibilities

- Take care of own safety and that of other staff in the unit as appropriate.
- Work in compliance with all GHS health and safety requirements
- Assist the Unit in-Charge to maintain a safe, clean, and pleasant working environment taking remedial action when necessary.

Quality Assurance

- Comply with all GHS Quality Assurance Policy guidelines and work within the prescribed quality standards for the estate services.

Further Information

- The post holder must at all times:
 - Work in accordance with GHS Code of Professional Conduct and Disciplinary Procedure.
 - Strictly adhere to the provisions of the Patient's Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

**Person Specification
Estate Officer**

Criteria	Essential	Desirable
<i>Educational Qualification and Experience</i>	HND in Building Technology/Estate Management or its Equivalent and at least ONE (1) year National Service or Internship in a recognized health facility	Advanced Diploma in Building Technology or Estate Management
<i>Knowledge</i>	General knowledge in the management of estates and GHS policies and operating procedures.	
<i>Skills & Abilities</i>	Computer skills Good communication and interpersonal skills Report writing skills Ability to organise workload and work under pressure to meet tight deadlines. Demonstrated ability to work on own initiative.	
<i>Personal Attributes</i>	Integrity, commitment and courteous	

4.3.2 Senior Estate Officer

Job Title	:	Estate Officer
Grade	:	Senior Estate Officer
Responsible To	:	Unit-In-Charge
Accountable To	:	Head of Department

Job Purpose

To coordinate and supervise maintenance and estate services in the health facility

Main Duties and Responsibilities

- Provide technical support on estate services including:
 - Development and dissemination of guidelines on the appropriate use of estates
 - Collating district annual civil works plan into regional plan
 - Development, maintenance and keeping of estate database, assets register and inventory
 - Investigation into land and title registry and advise management accordingly
 - Undertaking property market and advising management as appropriate
 - Estimating cost for maintenance, fittings, fixtures and furniture.
 - Advising on rental valuation of premises management
 - Management of lease and tenancy agreement as well as the landed property of the facility
- Provide technical support in the procurement and management of civil works. This includes:
 - Preparation of Terms of Reference for civil works
 - Selection of consultants and contractors
 - Monitoring and reporting on level of civil works
 - Monitoring and reporting on level of payment certificates
 - Certifying the completion of works and assessing the need for additional resources and new development projects
 - Writing draft bills of quantities and contract documents
 - Preparation of Interim payment certificates for projects
 - Participating in Tender Board meetings
- Undertake planned preventive and corrective maintenance. This includes:
 - Development of standards and specification for maintenance
 - Undertake conditional surveys of property prior to planning for maintenance
 - Drawing up maintenance work schedule and preparing budget for preventive maintenance
 - Writing material specifications and monitoring and certifying works done

- Liaising with respective institutions for efficient and effective maintenance and use of office equipment and machinery

Communication and Working Relationships

- Maintain effective communication with colleagues, visitors and clients.
- Attend and contribute at staff meetings.
- Attend and report on site meetings for construction and maintenance
- Promote the development of news letter on estates
- Effectively work in a team with other maintenance staff in the facility.

Personal and People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of estate services
- Monitor own performance against agreed objectives and standards.
- Keep up to date on job related issues as appropriate.
- Plan and design training programmes for the estate staff and other health care personnel
- Keep log of own performance and in-service training log for purposes of appraisal.

Management

- Supervise and direct the activities of the maintenance staff in the unit.
- Participate in the day-to-day management of the estate unit including personnel matters and appropriate record keeping
- Contribute to the preparation of budgets and reports on the activities of the estate unit
- Participate in roster planning and monitoring in the unit
- Contribute to devising improved job methods for increasing efficiency in the unit.

Health & Safety Responsibilities

- Take care of own safety and that of other staff in the unit as appropriate.
- Work in compliance with all GHS health and safety requirements
- Maintain a safe, clean, and pleasant working environment taking remedial action when necessary.

Quality Assurance

- Comply with all GHS Quality Assurance Policy guidelines and work within the prescribed quality standards for the estate services.

Further Information

- The post holder must at all times:

- o Work in accordance with GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient's Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

**Person Specification
Senior Estate Officer**

Criteria	Essential	Desirable
<i>Educational Qualification and Experience</i>	HND in Building Technology/Estate Management or its Equivalent and at least Three (3) years working experience at the level of Estate Officer plus continuing professional development	Advanced Diploma in Building Technology or Estate Management
<i>Knowledge</i>	Knowledge of GHS Estate Policies and operating procedures. Knowledge and understanding of management and procurement of civil works Knowledge of Health and Safety	
<i>Skills & Abilities</i>	Computer skills Good communication and interpersonal skills Report writing skills Ability to organise workload and work under pressure to meet tight deadlines. Demonstrated ability to work on own initiative.	
<i>Personal Attributes</i>	Integrity, commitment and courteous	

1.3 Principal Estate Officer

Job Title	:	Estate Officer
Grade	:	Principal Estate Officer
Responsible To	:	Unit-In-Charge
Accountable To	:	Head of Department

Job Purpose

To coordinate and supervise maintenance and estate services in the health facility

Main Duties and Responsibilities

- Provide technical support on estate services including:
 - Development and dissemination of guidelines on the appropriate use of estates
 - Collating district annual civil works plan into regional plan
 - Development, maintenance and keeping of estate database, assets register and inventory
 - Investigation into land and title registry and advise management accordingly
 - Undertaking property market and advising management as appropriate
 - Estimating cost for maintenance, fittings, fixtures and furniture.
 - Advising on rental valuation of premises management
 - Management of lease and tenancy agreement as well as the landed property of the facility
- Provide technical support in the procurement and management of civil works. This includes:
 - Preparation of Terms of Reference for civil works
 - Selection of consultants and contractors
 - Monitoring and reporting on level of civil works
 - Monitoring and reporting on level of payment certificates
 - Certifying the completion of works and assessing the need for additional resources and new development projects
 - Writing draft bills of quantities and contract documents
 - Preparation of Interim payment certificates for projects
 - Participating in Tender Board meetings
- Undertake planned preventive and corrective maintenance. This includes:
 - Development of standards and specification for maintenance
 - Undertake conditional surveys of property prior to planning for maintenance
 - Drawing up maintenance work schedule and preparing budget for preventive maintenance
 - Writing material specifications and monitoring and certifying works done

- Liaising with respective institutions for efficient and effective maintenance and use of office equipment and machinery

Communication and Working Relationships

- Maintain effective communication with colleagues, visitors and clients.
- Attend and contribute at staff meetings.
- Attend and report on site meetings for construction and maintenance
- Promote the development of news letter on estates
- Effectively work in a team with other maintenance staff in the facility.

Personal and People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of estate services
- Monitor own performance against agreed objectives and standards.
- Keep up to date on job related issues as appropriate.
- Plan, design and facilitate training programmes for the estate staff and other health care personnel
- Keep log of own performance and in-service training log for purposes of appraisal.

Management

- Supervise and direct the activities of the maintenance staff in the unit.
- Participate in the day-to-day management of the estate unit including personnel matters and appropriate record keeping
- Contribute to the preparation of budgets and reports on the activities of the estate unit
- Participate in roster planning and monitoring in the unit
- Contribute to devising improved job methods for increasing efficiency in the unit.

Health & Safety Responsibilities

- Take care of own safety and that of other staff in the unit as appropriate.
- Work in compliance with all GHS health and safety requirements
- Maintain a safe, clean, and pleasant working environment taking remedial action when necessary.

Quality Assurance

- Comply with all GHS Quality Assurance Policy guidelines and work within the prescribed quality standards for the estate services.

Further Information

- The post holder must at all times:

- o Work in accordance with GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient's Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification
Principal Estate Officer

Criteria	Essential	Desirable
<i>Educational Qualification and Experience</i>	HND in Building Technology/Estate Management or its Equivalent and at least FIVE (5) years working experience at the level of Senior Estate Officer plus continuing professional development	Advanced Diploma in Building Technology or Estate Management
<i>Knowledge</i>	Knowledge of GHS Estate Policies and operating procedures. Knowledge and understanding of management and procurement of civil works Knowledge of Health and Safety	
<i>Skills & Abilities</i>	Computer skills Good communication and interpersonal skills Report writing skills Ability to organise workload and work under pressure to meet tight deadlines. Demonstrated ability to work on own initiative.	
<i>Personal Attributes</i>	Integrity, commitment and courteous	

4.3.4 Assistant Chief Estate Officer

Job Title	:	Estate Officer
Grade	:	Assistant Chief Estate Officer
Responsible To	:	Unit-In-Charge
Accountable To	:	Head of Department

Job Purpose

To coordinate and supervise maintenance and estate services in the health facility

Main Duties and Responsibilities

- Provide technical support on estate services including:
 - Development and dissemination of guidelines on the appropriate use of estates
 - Collating district annual civil works plan into regional plan
 - Development, maintenance and keeping of estate database, assets register and inventory
 - Investigation into land and title registry and advise management accordingly
 - Undertaking property market and advising management as appropriate
 - Estimating cost for maintenance, fittings, fixtures and furniture.
 - Advising on rental valuation of premises management
 - Management of lease and tenancy agreement as well as the landed property of the facility
- Provide technical support in the management and procurement of civil works. This includes:
 - Preparation of Terms of Reference for civil works
 - Selection of consultants and contractors
 - Monitoring and reporting on level of civil works
 - Monitoring and reporting on level of payment certificates
 - Certifying the completion of works and assessing the need for additional resources and new development projects
 - Writing draft bills of quantities and contract documents
 - Preparation of Interim payment certificates for projects
 - Participating in Tender Board meetings
- Ensure planning and implementation of preventive and corrective maintenance. This includes:
 - Development of standards and specification for maintenance
 - Undertake conditional surveys of property prior to planning for maintenance
 - Drawing up maintenance work schedule and preparing budget for preventive maintenance

- Writing material specifications and monitoring and certifying works done
- Liaising with respective institutions for efficient and effective maintenance and use of office equipment and machinery

Communication and Working Relationships

- Maintain effective communication with colleagues, visitors and clients.
- Attend and contribute at staff meetings.
- Attend and report on site meetings for construction and maintenance
- Promote the development of news letter on estates
- Effectively work in a team with other maintenance staff in the facility.

Personal and People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of estate services
- Monitor own performance against agreed objectives and standards.
- Keep up to date on job related issues as appropriate.
- Plan, design and facilitate training programmes for the estate staff and other health care personnel
- Keep log of own performance and in-service training log for purposes of appraisal.

Management

- Assign task, supervise and direct the activities of the maintenance staff in the unit.
- Play active role the day-to-day management of the estate unit including personnel matters and appropriate record keeping
- Ensure preparation of budgets and reports on the activities of the estate unit
- Ensure roster planning and monitoring in the unit
- Devise improved job methods for increasing efficiency in the unit.

Health & Safety Responsibilities

- Take care of own safety and that of other staff in the unit as appropriate.
- Work in compliance with all GHS health and safety requirements
- Maintain a safe, clean, and pleasant working environment taking remedial action when necessary.

Quality Assurance

- Comply with all GHS Quality Assurance Policy guidelines and work within the prescribed quality standards for the estate services.

Further Information

- The post holder must at all times:

- o Work in accordance with GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient's Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification
Assistant Chief Estate Officer

<i>Criteria</i>	Essential	Desirable
Qualification and Educational Requirements	<p>HND in Building Technology/Estate Management or its Equivalent plus Advanced Diploma in Estate Management or related field and at least THREE (3) years post qualification working experience at the level of Senior Estate Officer; Evidence of continuing professional development (CPD).</p> <p style="text-align: center;">Or</p> <p>HND in Building Technology/Estate Management or its Equivalent plus Advanced Diploma in Estate Management or related field at the level of Principal Estate Officer; Evidence of continuing professional development (CPD).</p> <p style="text-align: center;">Or</p> <p>HND in Building Technology/Estate Management or its Equivalent and at least FIVE (5) years working experience at the level of Principal Estate Officer; Evidence of continuing professional development (CPD)</p>	
Knowledge	<p>Knowledge of GHS Estate Policies and operating procedures.</p> <p>Knowledge and understanding of management and procurement of civil works</p> <p>Knowledge of Health and Safety</p>	
Skills & Abilities	<p>Computer skills</p> <p>Good communication and interpersonal skills</p> <p>Report writing skills</p> <p>Ability to organise workload and work under pressure to meet tight deadlines.</p> <p>Demonstrated ability to work on own initiative.</p>	
Personal Attributes	<p>Integrity, commitment and courteous</p>	

4.3.5 Chief Estate Officer

Job Title	:	Estate Officer
Grade	:	Chief Estate Officer
Responsible To	:	Unit-In-Charge
Accountable To	:	Head of Department

Job Purpose

To coordinate and supervise maintenance and estate services in the health facility

Main Duties and Responsibilities

- Provide technical advise on estate services including:
 - Development and dissemination of guidelines on the appropriate use of estates
 - Collating district annual civil works plan into regional plan
 - Development, maintenance and keeping of estate database, assets register and inventory
 - Investigation into land and title registry and advise management accordingly
 - Undertaking property market and advising management as appropriate
 - Estimating cost for maintenance, fittings, fixtures and furniture.
 - Advising on rental valuation of premises management
 - Management of lease and tenancy agreement as well as the landed property of the facility
- Provide technical support in the procurement and management of civil works. This includes:
 - Preparation of Terms of Reference for civil works
 - Selection of consultants and contractors
 - Monitoring and reporting on level of civil works
 - Monitoring and reporting on level of payment certificates
 - Certifying the completion of works and assessing the need for additional resources and new development projects
 - Writing draft bills of quantities and contract documents
 - Preparation of Interim payment certificates for projects
 - Participating in Tender Board meetings
- Oversee the planning and implementation of preventive and corrective maintenance. This includes:
 - Development of standards and specification for maintenance
 - Undertake conditional surveys of property prior to planning for maintenance
 - Drawing up maintenance work schedule and preparing budget for preventive maintenance

- Writing material specifications and monitoring and certifying works done
- Liaising with respective institutions for efficient and effective maintenance and use of office equipment and machinery

Communication and Working Relationships

- Maintain effective communication with colleagues, visitors and clients.
- Attend and contribute at staff meetings.
- Attend and report on site meetings for construction and maintenance
- Promote the development of news letter on estates
- Effectively work in a team with other maintenance staff in the facility.

Personal and People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of estate services
- Monitor own performance against agreed objectives and standards.
- Keep up to date on job related issues as appropriate.
- Plan, design and facilitate training programmes for the estate staff and other health care personnel
- Keep log of own performance and in-service training log for purposes of appraisal.

Management

- Assign task, supervise and direct the activities of the maintenance staff in the unit.
- Oversee the day-to-day management of the estate unit including personnel matters and appropriate record keeping
- Oversee the preparation of budgets and reports on the activities of the estate unit
- Oversee roster planning, monitoring and documentation of all leave for staff in the unit
- Devise improved job methods for increasing efficiency in the unit.

Health & Safety Responsibilities

- Take care of own safety and that of other staff in the unit as appropriate.
- Work in compliance with all GHS health and safety requirements
- Maintain a safe, clean, and pleasant working environment taking remedial action when necessary.

Quality Assurance

- Comply with all GHS Quality Assurance Policy guidelines and work within the prescribed quality standards for the estate services.

Further Information

- The post holder must at all times:

- o Work in accordance with GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient's Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification
Chief Estate Officer

Criteria	Essential	Desirable
<i>Educational Qualification and Experience</i>	HND in Building Technology/Estate Management or its Equivalent plus Advanced Diploma in Estate Management or related field and at least FIVE (5) years post qualification working experience at the level of Assistant Chief Estate Officer; Evidence of leadership and continuing professional development and training in management.	
<i>Knowledge</i>	Knowledge and understanding of GHS/MOH Estate Policies and Procedures Knowledge and understanding of management and procurement of civil works Knowledge of Hospital Protocols Knowledge and understanding of the MOH/GHS administrative set up and policies Knowledge of Health and Safety	
<i>Skills & Abilities</i>	Computer skills Communication and interpersonal skills Planning skills Negotiation skills Report writing skills Problem solving skills Ability to train maintenance staff	
<i>Personal Attributes</i>	Integrity, commitment and courteous	

4.4 MAINTENANCE TECHNICIANS--ESTATE

4.4.1 Maintenance Technician, Estate

Job Title	:	Maintenance Technician, Estate
Grade	:	Maintenance Technician, Estate
Responsible To	:	Unit-In-Charge
Accountable To	:	Head of Department

Job Purpose

To act as lead worker to lower level maintenance staff in undertaking maintenance/repairs of health estates

Main Duties and Responsibilities

- Undertake routine inspections on appliances, structures, and buildings to determine if repairs are warranted. May be assigned to estimate cost of repairs.
- Carry out corrective maintenance on detected defects and faults on appliances, structures and buildings.
- Report on defects that cannot be rectified to Estate Officer for appropriate action.
- Assign task to Artisans and follow up on assignment to ensure that work is completed properly and on time.
- Participate in the drawing up of preventive maintenance schedules and play active role in the execution of the maintenance schedule.
- Provide feedback on the status of appliances, structures and buildings worked on.
- Assist Estate Officer in compiling list of maintenance material required.
- Advise on requisition for building and other maintenance materials from store to maintenance Artisans.
- Assist in the compilation of assets register/inventory of the estates.
- Provide information on specification for procurement of maintenance materials.
- Participate in market survey on building materials.
- Perform other official duty that may be assigned.

Communication and Working Relationships

- Maintain effective communication with colleagues and other staff.
- Attend and contribute at staff meetings
- Effectively work in a team with other maintenance staff in the facility.

Personal and People Development

- Attend in-house training sessions in relation to maintenance of appliances, structures and building to update knowledge and skills.
- Monitor own performance against agreed objectives and standards.
- Assist in the training of Artisans

- Keep log of own performance and in-service training log for purposes of appraisal.

Health & Safety Responsibilities

- Take care of own safety and that of other colleagues, clients and visitors as appropriate.
- Work in compliance with all GHS health and safety requirements
- Operate all tools correctly and safely and report any accident/incidents in the course of duty to Superior Officers in accordance with standard protocols.

Quality Assurance

- Comply with all GHS Quality Assurance Policy guidelines and operate in accordance with maintenance of building structure quality systems.

Further Information

- The post holder must at all times:
 - o Work in accordance with GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient's Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification

Maintenance Technician--Estate

Criteria	Essential	Desirable
Educational Qualification and Experience	Post SSSCE Certificate (CTC II or City and Guilds Advance)	
Knowledge	Knowledge of preventive and corrective maintenance of building structures	
Skills & Abilities	Multi-skills in carpentry, plumbing, electrical and painting Good communication and interpersonal skills Ability to work under pressure Ability to move heavy objects	
Personal Attributes	Physically fit and capable of undertaking strenuous duties. Integrity, commitment and courteous	

4.4.2 Senior Maintenance Technician, Estate

Job Title	:	Maintenance Technician, Estate
Grade	:	Senior Maintenance Technician, Estate
Responsible To	:	Unit-In-Charge
Accountable To	:	Head of Department

Job Purpose

To act as lead worker to lower level maintenance staff in undertaking maintenance/repairs of health estates

Main Duties and Responsibilities

- Undertake routine inspections on appliances, structures, and buildings to determine if repairs are warranted. May be assigned to estimate cost of repairs.
- Carry out corrective maintenance on detected defects and faults on appliances, structures and buildings.
- Report on defects that cannot be rectified to Estate Officer for appropriate action.
- Assign task to Artisans and follow up on assignment to ensure that work is completed properly and on time.
- Participate in the drawing up of preventive maintenance schedules and play active role in the execution of the maintenance schedule.
- Assist Estate Officer in compiling list of maintenance material required.
- Advise on requisition for building and other maintenance materials from store to maintenance Artisans.
- Assist in the compilation of assets register/inventory of the estates.
- Provide information on specification for procurement of maintenance materials.
- Participate in market survey on building materials.
- Participate in roster planning and monitoring and documentation of all leave for all the staff in the unit
- Perform other official duty that may be assigned.

Communication and Working Relationships

- Maintain effective communication with colleagues and other staff.
- Attend and contribute at staff meetings
- Effectively work in a team with other maintenance staff in the facility.

Personal and People Development

- Attend in-house training sessions in relation to maintenance of appliances, structures and building to update knowledge and skills.
- Monitor own performance against agreed objectives and standards.
- Participate in the training of maintenance workers
- Keep log of own performance and in-service training log for purposes of appraisal.

Health & Safety Responsibilities

- Take care of own safety and that of other colleagues, clients and visitors as appropriate.
- Work in compliance with all GHS health and safety requirements
- Operate all tools correctly and safely and report any accident/incidents in the course of duty to Superior Officers in accordance with standard protocols.

Quality Assurance

- Comply with all GHS Quality Assurance Policy guidelines and operate in accordance with maintenance of building structure quality systems.

Further Information

- The post holder must at all times:
 - o Work in accordance with GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient's Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification

Senior Maintenance Technician--Estate

Criteria	Essential	Desirable
Educational Qualification and Experience	Post SSSCE Certificate (CTC II or City and Guilds Advance) and at least THREE (3) years working experience at the level of Maintenance Technician plus continuing in-service training Demonstrated hands on experience in maintenance of building structures, plumbing and electrical appliances	
Knowledge	Knowledge of preventive and corrective maintenance of building structures	
Skills & Abilities	Multi-skills in carpentry, plumbing, electrical and painting Good communication and interpersonal skills Ability to work under pressure Report writing skills Ability to move heavy objects	
Personal Attributes	Physically fit and capable of undertaking strenuous duties. Integrity, commitment and courteous	

4.4.3 Principal Maintenance Technician, Estate

Job Title	:	Maintenance Technician, Estate
Grade	:	Principal Maintenance Technician, Estate
Responsible To	:	Unit-In-Charge
Accountable To	:	Head of Department

Job Purpose

To act as lead worker to lower level maintenance staff in undertaking maintenance/repairs of health estates

Main Duties and Responsibilities

- Undertake routine inspections on appliances, structures, and buildings to determine if repairs are warranted. May be assigned to estimate cost of repairs.
- Carry out corrective maintenance on detected defects and faults on appliances, structures and buildings.
- Report on defects that cannot be rectified to Estate Officer for appropriate action.
- Assign task to lower level maintenance staff and follow up on assignment to ensure that work is completed properly and on time.
- Participate in the drawing up of preventive maintenance schedules and play active role in the execution of the maintenance schedule.
- Assist Estate Officer in compiling list of maintenance material required.
- Advise on requisition for building and other maintenance materials from store to maintenance Artisans.
- Assist in the compilation of assets register/inventory of the estates.
- Provide information on specification for procurement of maintenance materials.
- Participate in market survey on building materials.
- Ensure efficient management of tools and materials assigned for work
- Prepare and submit daily report for activities carried out and the materials used
- Participate in roster planning and monitoring and documentation of all leave for all the staff in the unit
- Perform other official duty that may be assigned.

Communication and Working Relationships

- Maintain effective communication with colleagues and other staff.
- Attend and contribute at staff meetings
- Effectively work in a team with other maintenance staff in the facility.

Personal and People Development

- Attend in-house training sessions in relation to maintenance of appliances, structures and building to update knowledge and skills.
- Monitor own performance against agreed objectives and standards.

- Participate in the training of maintenance workers
- Keep log of own performance and in-service training log for purposes of appraisal.

Health & Safety Responsibilities

- Take care of own safety and that of other colleagues, clients and visitors as appropriate.
- Work in compliance with all GHS health and safety requirements
- Operate all tools correctly and safely and report any accident/incidents in the course of duty to Superior Officers in accordance with standard protocols.

Quality Assurance

- Comply with all GHS Quality Assurance Policy guidelines and operate in accordance with maintenance of building structure quality systems.

Further Information

- The post holder must at all times:
 - o Work in accordance with GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient's Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification

Principal Maintenance Technician, Estate

Criteria	Essential	Desirable
Educational Qualification and Experience	Post SSSCE Certificate (CTC II or City and Guilds Advance) and at least FIVE (5) years working experience at the level of Maintenance Technician plus continuing in-service training Demonstrated hands on experience in maintenance of building structures, plumbing and electrical appliances	
Knowledge	Demonstrated hands on experience in maintenance of building structures, plumbing and electrical appliances	
Skills & Abilities	Multi-skills in carpentry, plumbing, electrical and painting Good communication and interpersonal skills Ability to work under pressure Report writing skills Ability to move heavy objects	
Personal Attributes	Physically fit and capable of undertaking strenuous duties. Integrity, commitment and courteous	

4.5 ARTISANS, ESTATE

4.5.1 Artisan, Estate

Job Title	:	Artisan, Estate
Grade	:	Artisan, Estate
Responsible To	:	Unit-In-Charge
Accountable To	:	Head of Department

Job Purpose

To install, maintain, repair, and perform preventive and corrective maintenance on building structures, small appliances, electrical equipment and utilities in the facility

Main Duties and Responsibilities

- Undertake planned inspections as instructed by a Maintenance Technician or Estate Officer
- Repair electrical equipment or appliances by troubleshooting problems, replacing worn parts, switches, fuses, and rewiring electric motors.
- Install electrical equipment to include lights, switches, sockets, plugs, etc., following manufacturer's instructions and safety precautions.
- May construct or modify small structures such as sheds or make repairs to buildings, roofs, and floors.
- May construct or repair desks, counter tops, and cabinets using appropriate carpentry tools.
- Hang doors and install hardware such as door knobs, dead bolts, hinges, etc.
- Paint interiors and exteriors of structures, facilities or buildings. May be required to erect scaffolding in order to paint in high places
- Install or replace plumbing fixtures such as sinks, toilets, urinals, and shower accessories
- Replace broken windows, mirrors, and other glass products by removing old glass, replacing with new and then puttying windows. May also replace ceramic tile and regrout tile area as needed.
- May lay carpet or floor tiles or may patch or mend them in order to keep floors in good repair.
- Perform other official duties that may be assigned

Communication and Working Relationship

- Maintain effective communication with work colleagues and other staff
- Attend and contribute at general staff meetings.

Person and People Development

- Attend in-house training sessions relating to maintenance of building structures to update knowledge and skills.
- Keep up to date on job related issues as appropriate.
- Keep log of own performance and in-service training log for purposes of appraisal.

Health & Safety Responsibilities

- Take care of own safety and that of other colleagues, clients and visitors as appropriate.
- Work in compliance with all GHS health and safety requirements
- Operate all tools correctly and safely and report any accident/incidents in the course of duty to Superior Officers in accordance with standard protocols.

Quality Assurance

- Comply with all GHS Quality Assurance Policy guidelines and operate in accordance with maintenance of building structure quality systems.

Further Information

- The post holder must at all times:
 - o Work in accordance with GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient's Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification

Artisan, Estate

Criteria	Essential	Desirable
Educational Qualification and Experience	GCE O'Level/ SSSCE Certificate Equivalent/NVTI	
Knowledge	Knowledge of preventive and corrective maintenance of building structures	
Skills & Abilities	Multi-skills in carpentry, plumbing, electrical and painting Ability to speak, read and write simple English and to follow simple oral instruction Good interpersonal relationship Ability to work under pressure Ability to move heavy objects	
Personal Attributes	Physically fit and capable of undertaking strenuous duties. Integrity, commitment and courteous	

4.5.2 Senior Artisan, Estate

Job Title	:	Artisan, Estate
Grade	:	Senior Artisan, Estate
Responsible To	:	Unit-In-Charge
Accountable To	:	Head of Department

Job Purpose

To install, maintain, repair, and perform preventive and corrective maintenance on building structures, small appliances, electrical equipment and utilities in the facility

Main Duties and Responsibilities

- Undertake planned inspections as instructed by a Maintenance Technician or Estate Officer
- Repair electrical equipment or appliances by troubleshooting problems, replacing worn parts, switches, fuses, and rewiring electric motors.
- Install electrical equipment to include lights, switches, sockets, plugs, etc., following manufacturer's instructions and safety precautions.
- May construct or modify small structures such as sheds or make repairs to buildings, roofs, and floors.
- May construct or repair desks, counter tops, and cabinets using appropriate carpentry tools.
- Hang doors and install hardware such as door knobs, dead bolts, hinges, etc.
- Paint interiors and exteriors of structures, facilities or buildings. May be required to erect scaffolding in order to paint in high places
- Install or replace plumbing fixtures such as sinks, toilets, urinals, and shower accessories
- Replace broken windows, mirrors, and other glass products by removing old glass, replacing with new and then puttying windows. May also replace ceramic tile and regrout tile area as needed.
- May lay carpet or floor tiles or may patch or mend them in order to keep floors in good repair.
- Perform other official duties that may be assigned

Communication and Working Relationship

- Maintain effective communication with work colleagues and other staff
- Attend and contribute at general staff meetings.

Person and People Development

- Attend in-house training sessions relating to maintenance of building structures to update knowledge and skills.
- Keep up to date on job related issues as appropriate.

- Keep log of own performance and in-service training log for purposes of appraisal.

Health & Safety Responsibilities

- Take care of own safety and that of other colleagues, clients and visitors as appropriate.
- Work in compliance with all GHS health and safety requirements
- Operate all tools correctly and safely and report any accident/incidents in the course of duty to Superior Officers in accordance with standard protocols.

Quality Assurance

- Comply with all GHS Quality Assurance Policy guidelines and operate in accordance with maintenance of building structure quality systems.

Further Information

- The post holder must at all times:
 - o Work in accordance with GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient's Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification

Senior Artisan, Estate

Criteria	Essential	Desirable
Educational Qualification and Experience	GCE O'Level/ SSSCE Certificate Equivalent/NVTI and at least Three (3) years working experience at the level of Artisan plus continuing in-service training Demonstrated hands on experience in maintenance of building structures and small appliances	
Knowledge	Knowledge of preventive and corrective maintenance of building structures	
Skills & Abilities	Multi-skills in carpentry, plumbing, electrical and painting Ability to speak, read and write simple English and to follow simple oral instruction Good interpersonal relationship Ability to work under pressure Ability to move heavy objects	
Personal Attributes	Physically fit and capable of undertaking strenuous duties. Integrity, commitment and courteous	

4.5.3 Principal Artisan, Estate

Job Title	:	Artisan, Estate
Grade	:	Principal Artisan, Estate
Responsible To	:	Unit-In-Charge
Accountable To	:	Head of Department

Job Purpose

To install, maintain, repair, and perform preventive maintenance on building structures, small appliances, mechanical and electrical equipment, and utilities in the facility

Main Duties and Responsibilities

- Supervise and direct the activities of the Junior Artisans
- Repair electrical equipment or appliances by troubleshooting problems, replacing worn parts, switches, fuses, and rewiring electric motors.
- Install electrical equipment to include lights, switches, sockets, plugs, etc., following manufacturer's instructions and safety precautions.
- May construct or modify small structures such as sheds or make repairs to buildings, roofs, and floors.
- May construct or repair desks, counter tops, and cabinets using appropriate carpentry tools.
- Hang doors and install hardware such as door knobs, dead bolts, hinges, etc.
- Paint interiors and exteriors of structures, facilities or buildings. May be required to erect scaffolding in order to paint in high places
- Install or replace plumbing fixtures such as sinks, toilets, urinals, and shower accessories
- Replace broken windows, mirrors, and other glass products by removing old glass, replacing with new and then puttying windows. May also replace ceramic tile and regrout tile area as needed.
- May lay carpet or floor tiles or may patch or mend them in order to keep floors in good repair.
- Participate in the roster planning and monitoring for the Artisans
- Perform other official duties that may be assigned

Communication and Working Relationship

- Maintain effective communication with work colleagues and other staff
- Attend and contribute at general staff meetings.

Person and People Development

- Attend in-house training sessions relating to maintenance of building structures to update knowledge and skills.

- Keep up to date on job related issues as appropriate.
- Keep log of own performance and in-service training log for purposes of appraisal.

Health & Safety Responsibilities

- Take care of own safety and that of other colleagues, clients and visitors as appropriate.
- Work in compliance with all GHS health and safety requirements
- Operate all tools correctly and safely and report any accident/incidents in the course of duty to Superior Officers in accordance with standard protocols.

Quality Assurance

- Comply with all GHS Quality Assurance Policy guidelines and operate in accordance with maintenance of building structure quality systems.

Further Information

- The post holder must at all times:
 - o Work in accordance with GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient's Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification

Principal Artisan, Estate

Criteria	Essential	Desirable
Educational Qualification and Experience	GCE O'Level/ SSSCE Certificate Equivalent/NVTI and at least Five (5) years working experience at the level of Senior Artisan plus continuing in-service training Demonstrated hands on experience in maintenance of building structures and small appliances.	
Knowledge	Knowledge of preventive and corrective maintenance of building structures	
Skills & Abilities	Multi-skills in carpentry, plumbing, electrical and painting Ability to speak, read and write simple English and to follow simple oral instruction Good interpersonal relationship Ability to work under pressure Ability to move heavy objects	
Personal Attributes	Physically fit and capable of undertaking strenuous duties. Integrity, commitment and courteous	

5. STORES AND SUPPLY STAFF

5.1 PROCUREMENT OFFICERS

5.1.1 Procurement Officer

Job Title : Procurement Officer

Grade : Procurement Officer

Responsible To : Unit-In-Charge

Accountable To : Head of Department

Job Purpose

To ensure effective procurement of goods, services and works

Main Duties and Responsibilities

- Assist in the preparation of yearly procurement plan
- Source items using the correct procurement threshold and methods.
- Prepare and maintain procurement documentation according to procedures
- Act as a secretary to the procurement committee meeting.
- Record and keep minutes/ reports of procurement / tender committee meetings.
- Be responsible for the disposal of unserviceable stocks.
- Be responsible for maintaining procurement register.
- Resolve problems regarding orders; ensure orders are correctly filled and warranty repairs made.
- Examine supplies received for quality.
- Maintain a database in order to provide an accurate records/inventory of supplies.
- Perform any other duties that may be assigned.

Communication and Working Relationship

- Maintain effective communication with colleagues, visitors and clients/patients.
- Work with store staff in a collegiate manner.
- Attend and contribute at staff meetings.

Person and People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of procurement services
- Monitor own performance against agreed objectives and standards.
- Keep up to date on job related issues as appropriate.
- Keep log of own performance and in-service training log for purposes of appraisal.
- Contribute to Continuing Professional Development (CPD) of the procurement staff.

Health & Safety Responsibilities

- Take care of own safety and that of other colleagues and clients as appropriate.
- Work in compliance with all GHS health and safety requirements and attend relevant training to update knowledge in line with GHS Health and Safety policy.
- Report any accident/incidents in the unit to Superior Officers in accordance with standard protocols.

Quality Assurance

- Comply with the GHS quality assurance policy and guidelines and work within the prescribed quality standards for procurement services.
- Ensure that the quality of materials delivered is consistent with items ordered as well the needs of the departments.

Further Information

- The post holder must at all times:
 - o Work in accordance with GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient's Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification

Procurement Officer

Criteria	Essential	Desirable
<i>Educational Qualification and Experience</i>	HND in Purchasing and Supply or equivalent plus at least ONE (1) year National Service or Internship in a recognized health facility	Relevant Degree Programme Member of Chartered Institute of Purchasing and Supply (MCIPS)
<i>Knowledge</i>	Knowledge of procurement Act General knowledge of procurement procedures	
<i>Skills & Abilities</i>	Demonstrated human relation skills Record keeping skills Computer skills Effective communication skills. Organizational Skill Ability to work under pressure	
<i>Personal Attributes</i>	Commitment to provide excellent customer service as required. Integrity, flexibility, enthusiasm, motivation, courteous, trustworthy, fair and firm	

5.1.2 Senior Procurement Officer

Job Title : Procurement Officer

Grade : Senior Procurement Officer

Responsible To : Unit-In-Charge

Accountable To : Head of Department

Job Purpose

To ensure effective procurement of goods, services and works

Main Duties and Responsibilities

- Plan and implement the procurement system in the facility.
- Prepare yearly procurement plan and ensure attached funding plan.
- Source items using the correct procurement threshold and methods.
- Prepare and maintain procurement documentation according to procedures
- Act as a secretary to the procurement committee meeting.
- Record and keep minutes/ reports of procurement / tender committee meetings.
- Be responsible for the disposal of unserviceable stocks.
- Be responsible for maintaining procurement register.
- Resolve problems regarding orders; ensure orders are correctly filled, warranty repairs are made
- Examine supplies received for quality.
- Maintain a database in order to provide an accurate records/inventory of supplies.
- Perform any other duties that may be assigned.

Communication and Working Relationship

- Maintain effective communication with colleagues, visitors and clients/patients.
- Work with store staff in a collegiate manner.
- Attend and contribute at staff meetings.

Person and People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of procurement services
- Monitor own performance against agreed objectives and standards.
- Keep up to date on job related issues as appropriate.
- Contribute to Continuing Professional Development (CPD) of the procurement staff.
- Keep log of own performance and in-service training log for purposes of appraisal.

Management

- Participate in the day-to-day operational management of the procurement unit.
- Participate in roster planning and monitoring
- Contribute to the preparation of work plans, budgets and reports for the activities of the unit
- Assist in ensuring effective and efficient use of available resources in the unit.
- Contribute to devising improved job methods for increasing efficiency in the unit.

Health & Safety Responsibilities

- Take care of own safety and that of other colleagues and clients as appropriate.
- Work in compliance with all GHS health and safety requirements and attend relevant training to update knowledge in line with GHS Health and Safety policy.
- Report any accident/incidents in the unit to Superior Officers in accordance with standard protocols.

Quality Assurance

- Comply with the GHS quality assurance policy and guidelines and work within the prescribed quality standards for the procurement services.
- Ensure that the quality of materials delivered is consistent with items ordered as well the needs of the departments.

Further Information

- The post holder must at all times:
 - o Work in accordance with GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient's Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification

Senior Procurement Officer

Criteria	Essential	Desirable
<i>Educational Qualification and Experience</i>	HND in Purchasing and Supply or equivalent plus at least Three (3) years working experience at the level of Procurement Officer plus continuing professional development and training in management	Relevant Degree Programme Member of Chartered Institute of Purchasing and Supply (MCIPS)
<i>Knowledge</i>	Knowledge of GHS policies and operating procedures Knowledge of Procurement Act Knowledge of health and safety Knowledge of quality assurance issues	
<i>Skills & Abilities</i>	Demonstrated human relation skills Record keeping skills Computer skills Effective communication skills. Organizational and leadership skills Ability to work under pressure	
<i>Personal Attributes</i>	Commitment to provide excellent customer service required. Integrity, flexibility, enthusiasm, motivation, courteous, trustworthy, fair and firm	

1.3 Principal Procurement Officer

Job Title : Procurement Officer

Grade : Principal Procurement Officer

Responsible To : Unit-In-Charge

Accountable To : Head of Department

Job Purpose

To ensure effective procurement of goods, services and works

Main Duties and Responsibilities

- Assign and supervise the activities of Junior Procurement Officers
- Plan and implement the procurement system in the facility.
- Evaluate system effectiveness and make modifications as needed.
- Prepare yearly procurement plan and ensure attached funding plan.
- Source items using the correct procurement threshold and methods.
- Prepare and maintain procurement documentation according to procedures
- Act as a secretary to the procurement committee meeting.
- Record and keep minutes/ reports of procurement / tender committee meetings.
- Be responsible for the disposal of unserviceable stocks.
- Be responsible for maintaining procurement register.
- Resolve problems regarding orders; ensure orders are correctly filled, warranty repairs are made
- Examine supplies received for quality.
- Maintain a database in order to provide an accurate records/inventory of supplies.

Communication and Working Relationship

- Maintain effective communication with colleagues, visitors and clients/patients.
- Work with store staff in a collegiate manner.
- Attend and contribute at staff meetings.

Person and People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of procurement services
- Monitor own performance against agreed objectives and standards.
- Keep up to date on job related issues as appropriate.
- Keep log of own performance and in-service training log for purposes of appraisal.
- Contribute to Continuing Professional Development (CPD) of the procurement staff.

Management

- Play active role in the day-to-day operational management of the procurement unit.
- Contribute to roster planning and monitoring in the unit
- Play active role in the preparation of work plans, budgets and reports for the activities of the unit
- Ensure effective and efficient use of available resources in the unit.
- Contribute to devising improved job methods for increasing efficiency in the unit.

Health & Safety Responsibilities

- Take care of own safety and that of other colleagues and clients as appropriate.
- Work in compliance with all GHS health and safety requirements and attend relevant training to update knowledge in line with GHS Health and Safety policy.
- Report any accident/incidents in the unit to Superior Officers in accordance with standard protocols.

Quality Assurance

- Comply with the GHS quality assurance policy and guidelines and work within the prescribed quality standards for the procurement services.
- Ensure that the quality of materials delivered is consistent with items ordered as well the needs of the departments.

Further Information

- The post holder must at all times:
 - o Work in accordance with GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient's Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification

Principal Procurement Officer

Criteria	Essential	Desirable
<i>Educational Qualification and Experience</i>	HND in Purchasing and Supply or equivalent plus at least Five (5) years working experience at the level of Senior Procurement Officer plus continuing professional development and training in management Experience in GHS procurement procedures and guidelines	Relevant Degree Programme Member of Chartered Institute of Purchasing and Supply (MCIPS)
<i>Knowledge</i>	Knowledge of GHS policies and operating procedures Knowledge of Procurement Act Knowledge of health and safety Knowledge of quality assurance issues	
<i>Skills & Abilities</i>	Demonstrated human relation skills Record keeping skills Computer skills Effective communication skills. Organizational and leadership skills Ability to work under pressure	
<i>Personal Attributes</i>	Commitment to provide excellent customer service required. Integrity, flexibility, enthusiasm, motivation, courteous, trustworthy, fair and firm	

5.1.4 Assistant Chief Procurement Officer

Job Title : Procurement Officer

Grade : Principal Procurement Officer

Responsible To : Unit-In-Charge

Accountable To : Head of Department

Job Purpose

To ensure effective procurement of goods, services and works

Main Duties and Responsibilities

- Supervise the activities of the Procurement Officers by training, assigning work, and evaluating performance
- Oversee the procurement of goods, services and works in the facility.
- Plan and implement the procurement system in the facility.
- Evaluate system effectiveness and make modifications as needed.
- Prepare yearly procurement plan and ensure attached funding plan.
- Source items using the correct procurement threshold and methods.
- Prepare and maintain procurement documentation according to procedures
- Act as a secretary to the procurement committee meeting.
- Record and keep minutes/ reports of procurement / tender committee meetings.
- Be responsible for the disposal of unserviceable stocks.
- Be responsible for maintaining procurement register.
- Resolve problems regarding orders; ensure orders are correctly filled, warranty repairs are made
- Examine supplies received for quality.
- Maintain a database in order to provide an accurate records/inventory of supplies.

Communication and Working Relationship

- Maintain effective communication with colleagues, visitors and clients/patients.
- Work with store staff in a collegiate manner.
- Attend and contribute at staff meetings.

Person and People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of procurement services
- Monitor own performance against agreed objectives and standards.
- Keep up to date on job related issues as appropriate.
- Contribute to Continuing Professional Development (CPD) of the procurement staff.
- Keep log of own performance and in-service training log for purposes of appraisal.

Management

- Play active role in the day-to-day operational management of the procurement unit.
- Ensure roster planning and monitoring and documentation of all leave in the unit
- Play active role in the preparation of work plans, budgets and reports for the activities of the unit
- Ensure effective and efficient use of available resources in the unit.
- Devise improved job methods for increasing efficiency in the unit.

Health & Safety Responsibilities

- Take care of own safety and that of other colleagues and clients as appropriate.
- Work in compliance with all GHS health and safety requirements and attend relevant training to update knowledge in line with GHS Health and Safety policy.
- Report any accident/incidents in the unit to Superior Officers in accordance with standard protocols.

Quality Assurance

- Comply with the GHS quality assurance policy and guidelines and work within the prescribed quality standards for the procurement services.
- Ensure that the quality of materials delivered is consistent with items ordered as well the needs of the departments.

Further Information

- The post holder must at all times:
 - o Work in accordance with GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient's Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification

Assistant Chief Procurement Officer

Criteria	Essential	Desirable
<i>Educational Qualification and Experience</i>	<p>HND in Purchasing and Supply or equivalent plus at least advanced diploma in Purchasing and Supply or related field with at least Three (3) years post Advanced diploma qualification working experience at the level of Senior Procurement Officer plus continuous professional development and training in management.</p> <p style="text-align: center;">Or</p> <p>HND in Purchasing and Supply or its equivalent plus advanced diploma in Purchasing and Supply or related field at the level of Principal Procurement Officer plus continuous professional development and training in management.</p> <p style="text-align: center;">Or</p> <p>HND in Purchasing and Supply or its equivalent plus at least Five (5) years working experience at the level of Principal Procurement Officer plus continuous professional development and training in management.</p> <p>Broad experience in GHS procurement procedures and guidelines</p>	Member of Chartered Institute of Purchasing and Supply (MCIPS)
<i>Knowledge</i>	<p>Knowledge of GHS policies and operating procedures</p> <p>Knowledge of Procurement Act</p> <p>Knowledge of health and safety</p> <p>Knowledge of quality assurance issues</p>	
<i>Skills & Abilities</i>	<p>Demonstrated human relation skills</p> <p>Record keeping skills</p> <p>Computer skills</p> <p>Effective communication skills.</p> <p>Organizational and leadership skills</p> <p>Ability to work under pressure</p>	
<i>Personal Attributes</i>	<p>Commitment to provide excellent customer service required.</p> <p>Integrity, flexibility, enthusiasm, motivation, courteous, trustworthy, fair and firm</p>	

5.1.5 Chief Procurement Officer

Job Title : Procurement Officer

Grade : Principal Procurement Officer

Responsible To : Unit-In-Charge

Accountable To : Head of Department

Job Purpose

To ensure effective procurement of goods, services and works

Main Duties and Responsibilities

- Supervise the activities of the Procurement Officers by training, assigning work, and evaluating performance
- Oversee the procurement of goods, services and works in the facility.
- Plan and implement the procurement system in the facility.
- Evaluate system effectiveness and make modifications as needed.
- Prepare yearly procurement plan and ensure attached funding plan.
- Source items using the correct procurement threshold and methods.
- Prepare and maintain procurement documentation according to procedures
- Act as a secretary to the procurement committee meeting.
- Record and keep minutes/ reports of procurement / tender committee meetings.
- Be responsible for the disposal of unserviceable stocks.
- Be responsible for maintaining procurement register.
- Resolve problems regarding orders; ensure orders are correctly filled, warranty repairs are made
- Examine supplies received for quality.
- Maintain a database in order to provide an accurate records/inventory of supplies.

Communication and Working Relationship

- Maintain effective communication with colleagues, visitors and clients/patients.
- Work with store staff in a collegiate manner.
- Attend and contribute at staff meetings.

Person and People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of procurement services
- Monitor own performance against agreed objectives and standards.
- Keep up to date on job related issues as appropriate.
- Contribute to Continuing Professional Development (CPD) of the procurement staff.
- Keep log of own performance and in-service training log for purposes of appraisal.

Management

- Oversee the day-to-day operational management of the unit.
- Oversee roster planning and monitoring and documentation of all leave in the unit
- Lead in the preparation of reports and budget for the unit
- Ensure effective and efficient use of available resources in the unit.
- Devise improved job methods for increasing efficiency in the unit.

Health & Safety Responsibilities

- Take care of own safety and that of other colleagues and clients as appropriate.
- Work in compliance with all GHS health and safety requirements and attend relevant training to update knowledge in line with GHS Health and Safety policy.
- Report any accident/incidents in the unit to Superior Officers in accordance with standard protocols.

Quality Assurance

- Comply with the GHS quality assurance policy and guidelines and work within the prescribed quality standards for the procurement services.
- Ensure that the quality of materials delivered is consistent with items ordered as well the needs of the departments.

Further Information

- The post holder must at all times:
 - Work in accordance with GHS Code of Professional Conduct and Disciplinary Procedure.
 - Strictly adhere to the provisions of the Patient's Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification

Chief Procurement Officer

Criteria	Essential	Desirable
Educational Qualification and Experience	HND in Purchasing and Supply or equivalent plus at least advanced diploma in Purchasing and Supply or related field with at least FIVE (5) years post qualification working experience at the level of Assistant Chief Procurement Officer plus continuous professional development and training in management Broad experience in GHS procurement procedures and guidelines	Member of Chartered Institute of Purchasing and Supply (MCIPS)
Knowledge	Knowledge of GHS policies and operating procedures Knowledge of Procurement Act Knowledge of health and safety Knowledge of quality assurance issues	
Skills & Abilities	Demonstrated human relation skills Record keeping skills Computer skills Effective communication skills. Organizational and leadership skills Ability to work under pressure	
Personal Attributes	Commitment to provide excellent customer service required. Integrity, flexibility, enthusiasm, motivation, courteous, trustworthy, fair and firm	

5.2 SUPPLY OFFICER

5.2.1 Supply Officer

Job Title : Supply Officer

Grade : Supply Officer

Responsible To : Unit-In-Charge

Accountable To : Head of Department

Job Purpose

To ensure efficient and effective management of the store and supplies system in the facility

Main Duties and Responsibilities

- Receive and inspect orders and resolve order problems with vendors and departments.
- Verify that stock meets specifications and orders are complete.
- Be actively involved in the evaluation of supply needs, turnover rates, cost, perishability, hazardous nature of goods, and storage limitations.
- Monitor items, which are not moving, and determine redistribution actions.
- Maintain and conduct inventory of supply items and equipment; ensures inventory levels are updated and maintained to cover departmental/unit requests
- Keep storeroom organized and needed materials accessible to staff members.
- Enter requisition and receipt information into the computer system; and answer phones and questions regarding storeroom information.
- Handle the receipt, inspection and delivery of radioactive and flammable materials according to the store policies and procedures.
- Verify accuracy of requisitions by comparing nomenclature, stock numbers, etc. to ensure that correct goods are delivered to requisitioning units/departments.
- Prepare an order of supplies and other products needed to replenish stock room on periodic basis.
- Compile orders for purchasing and verify the receipt of orders with Accounts Payable.
- Undertake periodic stocktaking (monthly, quarterly/yearly and prepare Procurement Plan
- Perform other official duties that may be assigned

Communication and Working Relationship

- Maintain effective communication with colleagues, visitors and clients/patients.
- Work with store staff in a collegiate manner.
- Attend and contribute at staff meetings.

Person and People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of stores and supply services
- Monitor own performance against agreed objectives and standards.
- Keep up to date on job related issues as appropriate.
- Contribute to Continuing Professional Development (CPD) of the store staff.
- Keep log of own performance and in-service training log for purposes of appraisal.

Health & Safety Responsibilities

- Take care of own safety and that of other colleagues and clients as appropriate.
- Work in compliance with all GHS health and safety requirements and attend relevant training to update knowledge in line with GHS Health and Safety policy.
- Report any accident/incidents in the unit to Superior Officers in accordance with standard protocols.

Quality Assurance

- Comply with the GHS quality assurance policy and guidelines and work within the prescribed quality standards for the stores and supply services.
- Ensure that the quality of materials delivered is consistent with items ordered as well the needs of the departments.

Further Information

- The post holder must at all times:
 - o Work in accordance with GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient's Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification
Supply Officer

Criteria	Essential	Desirable
<i>Educational Qualification and Experience</i>	HND in Purchasing and Supply or equivalent plus at least ONE (1) year national services or internship in a recognized health facility	Relevant Degree Programme Member of Chartered Institute of Purchasing and Supply (MCIPS)
<i>Knowledge</i>	Knowledge of types of supplies and their storage methods Knowledge of inventory control procedures	
<i>Skills & Abilities</i>	Demonstrated human relation skills Record keeping skills Computer skills Effective communication skills. Organizational Skill Ability to work under pressure	
<i>Personal Attributes</i>	Commitment to provide excellent customer service as required. Integrity, flexibility, enthusiasm, motivation, courteous, trustworthy, fair and firm	

5.2.2 Senior Supply Officer

Job Title	: Supply Officer
Grade	: Senior Supply Officer
Responsible To	: Unit-In-Charge
Accountable To	: Head of Department

Job Purpose

To ensure efficient and effective management of the store and supplies system in the facility

Main Duties and Responsibilities

- Supervise and direct the activities of the storekeepers and the Junior Supply Officers.
- Oversee stores, receiving and delivery functions in the facility in the absence of Principal Supply Officer.
- Plan the range and quality of materials to be stocked based on consultation with the departments/units.
- Evaluate supply needs, turnover rates, cost, perishability, hazardous nature of goods, and storage limitations.
- Make decisions regarding the physical layout of the storeroom and supervise inventory maintenance.
- Monitor items, which are not moving, and determine redistribution actions.
- Oversee the receiving and inspecting of orders and resolves order problems with Suppliers and departments/units.
- Ensure that stock meets specifications and orders are complete.
- Document storeroom operations for billing and inventory control.
- Oversee the distribution and delivery of supplies/materials to the units/departments.
- Monitor the receipt, inspection and delivery of radioactive and flammable materials according to the store policies and procedures.
- Perform other official duties that may be assigned

Communication and Working Relationship

- Maintain effective communication with colleagues, visitors and clients/patients.
- Work with store staff in a collegiate manner.
- Attend and contribute at staff meetings.

Person and People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of stores and supply services

- Monitor own performance against agreed objectives and standards.
- Keep up to date on job related issues as appropriate.
- Keep log of own performance and in-service training log for purposes of appraisal.
- Contribute to Continuing Professional Development (CPD) of the store staff.

Management

- Participate in the day-to-day operational management of the stores and supply unit.
- Participate in roster planning and monitoring in the unit
- Contribute to the preparation of work plans, budgets and reports for the activities of the unit
- Assist in ensuring effective and efficient use of available resources in the unit.
- Contribute to devising improved job methods for increasing efficiency in the unit.

Health & Safety Responsibilities

- Take care of own safety and that of other colleagues and clients as appropriate.
- Work in compliance with all GHS health and safety requirements and attend relevant training to update knowledge in line with GHS Health and Safety policy.
- Report any accident/incidents in the unit to Superior Officers in accordance with standard protocols.

Quality Assurance

- Comply with the GHS quality assurance policy and guidelines and work within the prescribed quality standards for the stores and supply services.
- Ensure that the quality of materials delivered is consistent with items ordered as well the needs of the departments.

Further Information

- The post holder must at all times:
 - o Work in accordance with GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient's Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification

Senior Supply Officer

Criteria	Essential	Desirable
<i>Educational Qualification and Experience</i>	<ul style="list-style-type: none"> HND in Purchasing and Supply or equivalent plus at least Three (3) years working experience at the level of Supply Officer plus continuing professional development and training in management 	<ul style="list-style-type: none"> Relevant Degree Programme Member of Chartered Institute of Purchasing and Supply (MCIPS)
<i>Knowledge</i>	<ul style="list-style-type: none"> Knowledge and experience in types of supplies and their storage methods Knowledge and experience in inventory control procedures 	
<i>Skills & Abilities</i>	<ul style="list-style-type: none"> Demonstrated human relation skills Record keeping skills Computer skills Effective communication skills. Organizational and leadership skills Ability to work under pressure 	
<i>Personal Attributes</i>	<ul style="list-style-type: none"> Commitment to provide excellent customer service required. Integrity, flexibility, enthusiasm, motivation, courteous, trustworthy, fair and firm 	

5.2.3 Principal Supply Officer

Job Title : Supply Officer

Grade : Principal Supply Officer

Responsible To : Unit-In-Charge

Accountable To : Head of Department

Job Purpose

To ensure efficient and effective management of the store and supplies system in the facility

Main Duties and Responsibilities

- Supervise and direct the activities of the storekeepers and the Junior Supply Officers
- Oversee stores, receiving and delivery functions in the facility in the absence of Principal Supply Officer.
- Plan the range and quality of materials to be stocked based on consultation with the departments/units.
- Evaluate supply needs, turnover rates, cost, perishability, hazardous nature of goods, and storage limitations.
- Make decisions regarding the physical layout of the storeroom and supervise inventory maintenance.
- Monitor items, which are not moving, and determine redistribution actions.
- Oversee the receiving and inspecting of orders and resolves order problems with Suppliers and departments/units.
- Ensure that stock meets specifications and orders are complete.
- Document storeroom operations for billing and inventory control.
- Oversee the distribution and delivery of supplies/materials to the units/departments.
- Monitor the receipt, inspection and delivery of radioactive and flammable materials according to the store policies and procedures.
- Perform other official duties that may be assigned

Communication and Working Relationship

- Maintain effective communication with colleagues, visitors and clients/patients.
- Work with store staff in a collegiate manner.
- Attend and contribute at staff meetings.

Person and People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of stores and supply services
- Monitor own performance against agreed objectives and standards.

- Keep up to date on job related issues as appropriate.
- Contribute to Continuing Professional Development (CPD) of the store staff.
- Keep log of own performance and in-service training log for purposes of appraisal.

Management

- Play active role in the day-to-day operational management of the stores and supply unit.
- Ensure roster planning and monitoring and documentation of all leave in the unit
- Ensure effective and efficient use of available resources in the unit.
- Play active role in the preparation of work plans, budgets and reports for the activities of the unit
- Contribute to devising improved job methods for increasing efficiency in the unit.

Health & Safety Responsibilities

- Take care of own safety and that of other colleagues and clients as appropriate.
- Work in compliance with all GHS health and safety requirements and attend relevant training to update knowledge in line with GHS Health and Safety policy.
- Report any accident/incidents in the unit to Superior Officers in accordance with standard protocols.

Quality Assurance

- Comply with the GHS quality assurance policy and guidelines and work within the prescribed quality standards for the stores and supply services.
- Ensure that the quality of materials delivered is consistent with items ordered as well the needs of the departments.

Further Information

- The post holder must at all times:
 - o Work in accordance with GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient's Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification

Principal Supply Officer

Criteria	Essential	Desirable
<i>Educational Qualification and Experience</i>	<ul style="list-style-type: none"> HND in Purchasing and Supply or equivalent plus at least Five (5) years working experience at the level of Senior Supply Officer plus continuing professional development and training in management 	<ul style="list-style-type: none"> Relevant Degree Programme Member of Chartered Institute of Purchasing and Supply (MCIPS)
<i>Knowledge</i>	<ul style="list-style-type: none"> Knowledge and experience in types of supplies and their storage methods Knowledge and experience in inventory control procedures 	
<i>Skills & Abilities</i>	<ul style="list-style-type: none"> Demonstrated human relation skills Record keeping skills Computer skills Effective communication skills. Organizational and leadership skills Ability to work under pressure 	
<i>Personal Attributes</i>	<ul style="list-style-type: none"> Commitment to provide excellent customer service required. Integrity, flexibility, enthusiasm, motivation, courteous, trustworthy, fair and firm 	

5.2.4 Assistant Chief Supply Officer

Job Title : Supply Officer

Grade : Assistant Chief Supply Officer

Responsible To : Unit-In-Charge

Accountable To : Head of Department

Job Purpose

To ensure efficient and effective management of the store and supplies system in the facility

Main Duties and Responsibilities

- Oversee stores, receiving and delivery functions in the facility.
- Supervise the activities of the storekeepers and the Junior Supply Officers by training, assigning work, and evaluating performance.
- Plan the range and quality of materials to be stocked based on consultation with the departments/units.
- Evaluate supply needs, turnover rates, cost, perishability, hazardous nature of goods, and storage limitations.
- Make decisions regarding the physical layout of the storeroom and supervise inventory maintenance.
- Monitor items, which are not moving, and determine redistribution actions.
- Oversee the receiving and inspecting of orders and resolves order problems with Suppliers and departments/units.
- Ensure that stock meets specifications and orders are complete.
- Document storeroom operations for billing and inventory control.
- Ensure effective distribution and delivery of supplies/materials to the units/departments.
- Monitor the receipt, inspection and delivery of radioactive and flammable materials according to the store policies and procedures.

Communication and Working Relationship

- Maintain effective communication with colleagues, visitors and clients/patients.
- Work with store staff in a collegiate manner.
- Attend and contribute at staff meetings.

Person and People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of stores and supply services
- Monitor own performance against agreed objectives and standards.

- Keep up to date on job related issues as appropriate.
- Ensure Continuing Professional Development (CPD) of the store staff.
- Keep log of own performance and in-service training log for purposes of appraisal.

Management

- Oversee the day-to-day operational management of the stores and supply unit.
- Oversee roster planning and monitoring and documentation of all leave in the unit
- Lead in the preparation of reports and budget for the unit
- Ensure effective and efficient use of available resources in the unit.
- Devise improved job methods for increasing efficiency in the unit.

Health & Safety Responsibilities

- Take care of own safety and that of other colleagues and clients as appropriate.
- Work in compliance with all GHS health and safety requirements and attend relevant training to update knowledge in line with GHS Health and Safety policy.
- Report any accident/incidents in the unit to Superior Officers in accordance with standard protocols.

Quality Assurance

- Comply with the GHS quality assurance policy and guidelines and work within the prescribed quality standards for the stores and supply services.
- Ensure that the quality of materials delivered is consistent with items ordered as well the needs of the departments.

Further Information

- The post holder must at all times:
 - Work in accordance with GHS Code of Professional Conduct and Disciplinary Procedure.
 - Strictly adhere to the provisions of the Patient's Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification

Assistant Chief Supply Officer

Criteria	Essential	Desirable
Educational Qualification and Experience	<p>HND in Purchasing and Supply or equivalent plus at least advanced diploma in Purchasing and Supply or related field with at least THREE (3) years post Advanced diploma working experience at the level of Senior Supply Officer plus continuous professional development and training in management.</p> <p>Or</p> <p>HND in Purchasing and Supply or its Equivalent or its equivalent plus advanced diploma in Purchasing and Supply or related field at the level of Principal Supply Officer plus continuous professional development and training in management.</p> <p>Or</p> <p>HND in Purchasing and Supply or its Equivalent plus at least FIVE (5) years working experience at the level of Principal Supply Officer plus continuous professional development and training in management</p>	Member of Chartered Institute of Purchasing and Supply (MCIPS)
Knowledge	<p>Broad knowledge and experience in types of supplies and their storage methods</p> <p>Broad knowledge and experience in inventory control procedures</p>	
Skills & Abilities	<p>Demonstrated human relation skills</p> <p>Record keeping skills</p> <p>Computer skills</p> <p>Effective communication skills.</p> <p>Organizational and leadership skills</p> <p>Ability to work under pressure</p>	
Personal Attributes	<p>Commitment to provide excellent customer service required.</p> <p>Integrity, flexibility, enthusiasm, motivation, courteous, trustworthy, fair and firm</p>	

5.2.5 Chief Supply Officer

Job Title : Supply Officer

Grade : Chief Supply Officer

Responsible To : Unit-In-Charge

Accountable To : Head of Department

Job Purpose

To ensure efficient and effective management of the store and supplies system in the facility

Main Duties and Responsibilities

- Oversee stores, receiving and delivery functions in the facility.
- Supervise the activities of the storekeepers and the Junior Supply Officers by training, assigning work, and evaluating performance.
- Plan the range and quality of materials to be stocked based on consultation with the departments/units.
- Evaluate supply needs, turnover rates, cost, perishability, hazardous nature of goods, and storage limitations.
- Make decisions regarding the physical layout of the storeroom and supervise inventory maintenance.
- Monitor items, which are not moving, and determine redistribution actions.
- Oversee the receiving and inspecting of orders and resolves order problems with Suppliers and departments/units.
- Ensure that stock meets specifications and orders are complete.
- Document storeroom operations for billing and inventory control.
- Ensure effective distribution and delivery of supplies/materials to the units/departments.
- Monitor the receipt, inspection and delivery of radioactive and flammable materials according to the store policies and procedures.

Communication and Working Relationship

- Maintain effective communication with colleagues, visitors and clients/patients.
- Work with store staff in a collegiate manner.
- Attend and contribute at staff meetings.

Person and People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of stores and supply services
- Monitor own performance against agreed objectives and standards.

- Keep up to date on job related issues as appropriate.
- Ensure Continuing Professional Development (CPD) of the store staff.
- Keep log of own performance and in-service training log for purposes of appraisal.

Management

- Oversee the day-to-day operational management of the unit.
- Oversee roster planning and monitoring and documentation of all leave in the unit
- Lead in the preparation of reports and budget for the unit
- Ensure effective and efficient use of available resources in the unit.
- Devise improved job methods for increasing efficiency in the unit.

Health & Safety Responsibilities

- Take care of own safety and that of other colleagues and clients as appropriate.
- Work in compliance with all GHS health and safety requirements and attend relevant training to update knowledge in line with GHS Health and Safety policy.
- Report any accident/incidents in the unit to Superior Officers in accordance with standard protocols.

Quality Assurance

- Comply with the GHS quality assurance policy and guidelines and work within the prescribed quality standards for the stores and supply services.
- Ensure that the quality of materials delivered is consistent with items ordered as well the needs of the departments.

Further Information

- The post holder must at all times:
 - Work in accordance with GHS Code of Professional Conduct and Disciplinary Procedure.
 - Strictly adhere to the provisions of the Patient's Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification

Chief Supply Officer

Criteria	Essential	Desirable
<i>Educational Qualification and Experience</i>	HND in Purchasing and Supply or equivalent plus at least advanced diploma in Purchasing and Supply or related field with at least Five (5) years working experience at the level of Assistant Chief Supply Officer plus continuous professional development and training in management.	Member of Chartered Institute of Purchasing and Supply (MCIPS)
<i>Knowledge</i>	Broad knowledge and experience in types of supplies and their storage methods Broad knowledge and experience in inventory control procedures	
<i>Skills & Abilities</i>	Demonstrated human relation skills Record keeping skills Computer skills Effective communication skills. Organizational and leadership skills Ability to work under pressure	
<i>Personal Attributes</i>	Commitment to provide excellent customer service required. Integrity, flexibility, enthusiasm, motivation, courteous, trustworthy, fair and firm	

5.3 STOREKEEPERS

5.3.1 Storekeeper

Job Title : Storekeeper

Grade : Storekeeper

Responsible To : Unit-In-Charge

Accountable To : Head of Department

Job Purpose

To ensure effective operation of the store by performing clerical and manual work involved in receiving, inspecting, recording, storing, and issuing equipment, materials, and supplies.

Main Duties and Responsibilities

- Receive and verify incoming supplies against purchase order
- Inspect items received in order to determine weight, accuracy of count, and damage.
- Assist in the preparation of receipt documents for payment (SRA)
- Assist in maintaining records of stock received and issued to the various units/departments.
- Assist in the issuance of stocked items by filling requisitions.
- Verify accuracy of requisitions by comparing nomenclature, stock numbers, etc. to ensure that correct goods are delivered to requisitioning units/departments.
- Store articles on the floor, or on shelves according to identifying information and such as style, size, or type of material.
- Assist in preparing an order of supplies and other products needed to replenish stock room on weekly basis.
- Maintain a clean and orderly storeroom in order to facilitate the reception and issuance of items in stock.
- May perform clerical duties such as marking figures, identifying codes, or letters on articles.
- May be required to deliver requested material to various units/departments.
- Perform other official duties that may be assigned

Communication and Working Relationship

- Maintain effective communication with work colleagues.
- Attend and contribute at general staff meetings.

Person and People Development

- Attend in-house training sessions relating to stores and supply services to update knowledge and skills.
- Keep up to date on job related issues as appropriate.
- Keep log of own performance and in-service training log for purposes of appraisal.

Health & Safety Responsibilities

- Take care of own safety and that of other colleagues, clients and visitors as appropriate.
- Work in compliance with all GHS health and safety requirements and attend relevant training to update knowledge in line with GHS Health and Safety policy.
- Report any accident/incidents in the course of duty to Superior Officers in accordance with standard protocols.

Quality Assurance

- Comply with all GHS Quality Assurance Policy guidelines and work within the prescribed quality standards for the stores and supply services.

Further Information

- The post holder must at all times:
 - Work in accordance with GHS Code of Professional Conduct and Disciplinary Procedure.
 - Strictly adhere to the provisions of the Patient's Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification

Storekeeper

Criteria	Essential	Desirable
Educational Qualification and Experience	GCE O'Level/ SSSCE Certificate or Equivalent	
Knowledge	General knowledge of types of supplies and their storage methods General knowledge of inventory control procedures	
Skills & Abilities	Good written and verbal skills Good interpersonal relationship Record keeping skills Ability to move or manipulate heavy objects Ability to work under pressure	
Personal Attributes	<ul style="list-style-type: none"> • Physically fit and capable of undertaking strenuous duties. • Integrity, commitment and courteous 	

5.3.2 Senior Storekeeper

Job Title : Storekeeper

Grade : Senior Storekeeper

Responsible To : Unit-In-Charge

Accountable To : Head of Department

Job Purpose

To perform clerical and manual work involved in the receiving, inspecting, recording, storing, and issuing equipment, materials, and supplies.

Main Duties and Responsibilities

- Receive and verify incoming supplies against purchase order
- Inspect items received in order to determine weight, accuracy of count, and damage.
- Prepare receipt documents for payment (SRA)
- Maintain and conduct inventory of supply items and equipment
- Ensure inventory levels are updated and maintained to cover unit/departmental requests
- Keep storeroom organized and needed materials accessible to staff members.
- Issue stocked items by filling requisitions.
- Maintain records of stock received and issued to the various units/departments
- Enter requisition and receipt information into the computer system; and answer phones and questions regarding storeroom information.
- Handle the receipt, inspection and delivery of radioactive and flammable materials according to the store policies and procedures.
- Verify accuracy of requisitions by comparing nomenclature, stock numbers, etc. to ensure that correct goods are delivered to requisitioning units/departments.
- Prepare an order of supplies and other products needed to replenish stock room on weekly basis.
- Compile orders for purchasing and verify the receipt of orders with Accounts Payable.
- Undertake periodic stocktaking (monthly, quarterly/yearly and prepare Procurement Plan
- Perform other official duties that may be assigned

Communication and Working Relationship

- Maintain effective communication with work colleagues, other staff and clients/patients.
- Attend and contribute at general staff meetings.

Person and People Development

- Attend in-house training sessions relating to stores and supply services to update knowledge and skills.
- Keep up to date on job related issues as appropriate.
- Keep log of own performance and in-service training log for purposes of appraisal.

Health & Safety Responsibilities

- Take care of own safety and that of other colleagues, clients and visitors as appropriate.
- Work in compliance with all GHS health and safety requirements and attend relevant training to update knowledge in line with GHS Health and Safety policy.
- Report any accident/incidents in the course of duty to Superior Officers in accordance with standard protocols.

Quality Assurance

- Comply with all GHS Quality Assurance Policy guidelines and work within the prescribed quality standards for the stores and supply services.

Further Information

- The post holder must at all times:
 - o Work in accordance with GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient's Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification

Senior Storekeeper

Criteria	Essential	Desirable
Qualification and Educational Requirements	GCE O'Level/ SSSCE Certificate or Equivalent and at least Three (3) years working experience at the level of Storekeeper plus evidence of continuing training in storekeeping	
Knowledge and Experience	Knowledge of types of supplies and their storage methods Knowledge of inventory control procedures	
Skills & Abilities	Good written and verbal skills Good interpersonal relationship Record keeping skills Ability to move or manipulate heavy objects Ability to work under pressure	
Personal Attributes	Physically fit and capable of undertaking strenuous duties. Integrity, commitment and courteous	

5.3.3 Principal Storekeeper

Job Title : Storekeeper

Grade : Principal Storekeeper

Responsible To : Unit-In-Charge

Accountable To : Head of Department

Job Purpose

To ensure effective operation of the store by performing clerical and manual work involved in receiving, inspecting, recording, storing, and issuing equipment, materials, and supplies

Main Duties and Responsibilities

- Assign and supervise the activities of Junior Storekeepers
- Ensure that stock meets specifications and orders are complete.
- Receive and inspect orders and resolve order problems with vendors and departments.
- Maintain and conduct inventory of supply items and equipment; ensures inventory levels are updated and maintained to cover departmental/unit requests
- Keep storeroom organized and needed materials accessible to staff members.
- Enter requisition and receipt information into the computer system; and answer phones and questions regarding storeroom information.
- Handle the receipt, inspection and delivery of radioactive and flammable materials according to the store policies and procedures.
- Verify accuracy of requisitions by comparing nomenclature, stock numbers, etc. to ensure that correct goods are delivered to requisitioning units/departments.
- Prepare an order of supplies and other products needed to replenish stock room on weekly basis.
- Compile orders for purchasing and verify the receipt of orders with Accounts Payable.
- Undertake periodic stocktaking (monthly/quarterly/yearly)
- Perform other official duties that may be assigned

Communication and Working Relationship

- Maintain effective communication with work colleagues, other staff and clients/patients.
- Attend and contribute at general staff meetings.

Person and People Development

- Attend in-house training sessions relating to stores and supply services to update knowledge and skills.

- Keep up to date on job related issues as appropriate.
- Keep log of own performance and in-service training log for purposes of appraisal.

Health & Safety Responsibilities

- Take care of own safety and that of other colleagues, clients and visitors as appropriate.
- Work in compliance with all GHS health and safety requirements and attend relevant training to update knowledge in line with GHS Health and Safety policy.
- Report any accident/incidents in the course of duty to Superior Officers in accordance with standard protocols.

Quality Assurance

- Comply with all GHS Quality Assurance Policy guidelines and work within the prescribed quality standards for the stores and supply services.

Further Information

- The post holder must at all times:
 - o Work in accordance with GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient's Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification

Principal Storekeeper

Criteria	Essential	Desirable
Educational Qualification and Experience	GCE O'Level/ SSSCE Certificate or Equivalent and at least Five (5) years working experience at the level of Senior Storekeeper plus evidence of continuing training in storekeeping	
Knowledge	Knowledge of types of supplies and their storage methods Knowledge of inventory control procedures	
Skills & Abilities	Good written and verbal skills Good interpersonal relationship Record keeping skills Ability to move or manipulate heavy objects Ability to work under pressure	
Personal Attributes	Physically fit and capable of undertaking strenuous duties. Integrity, commitment and courteous	

6. LAUNDRY STAFF

6.1 LAUNDRY SUPERINTENDENT

6.1.1 Laundry Superintendent

Job Title : Laundry Superintendent

Grade : Laundry Superintendent

Responsible To : Unit in Charge

Accountable To : Head of Department

Job Purpose

To provide an efficient and effective day-to-day laundry services to all wards/units within the hospital and support the delivery of quality patient care

Main Duties and Responsibilities

- Assign tasks to junior laundry staff and supervise their activities.
- Ensure that soiled, fouled and infected linen are properly handled
- Ensure cleanliness of laundered items
- Ensure proper storage, issuance and control of linen in the unit
- Check items for clarity and correctness of ward and other identification marking
- Mark items with identification
- Ensure that all machinery are operated correctly and safely
- Ensure that the processing of linen meet the required standards that promote the linen services, building up client's confidence in the standard provided.
- Operate in accordance with laundry quality systems work instructions.
- Perform other official duties that may be assigned

Communication and Working Relationship

- Maintain effective communication with colleagues, visitors and clients/patients.
- Work with laundry staff in a collegiate manner.
- Attend and contribute at staff meetings.

Person and People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of laundry services
- Monitor own performance against agreed objectives and standards.

- Keep up to date on job related issues as appropriate.
- Keep log of own performance and in-service training log for purposes of appraisal.

Health & Safety Responsibilities

- Take care of own safety and that of other colleagues and clients as appropriate.
- Work in compliance with all GHS health and safety requirements and attend relevant training to update knowledge in line with GHS Health and Safety policy.
- Report any accident/incidents in the course of duty to Superior Officers in accordance with standard protocols.

Quality Assurance

- Work within the prescribed quality standards for the laundry service
- Comply with the GHS quality assurance policy and guidelines.

Further Information

- The post holder must at all times:
 - o Work in accordance with GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient's Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification

Laundry Superintendent

Criteria	Essential	Desirable
Educational Qualification and Experience	HND in Hospitality and Institutional Management or its Equivalent plus at least ONE (1) year national service or internship at a recognized health facility	Advanced Diploma in Hospitality and Institutional Management
Knowledge	Knowledge of textiles and understanding of laundering principles Knowledge of Health and Safety Knowledge of quality assurance issues	
Skills & Abilities	Good written and verbal skills Good interpersonal relationship Record keeping skills Ability to work with others as a team member Ability to work under pressure	
Personal Attributes	Integrity, commitment and courteous	

6.1.2 Senior Laundry Superintendent

Job Title	:	Laundry Superintendent
Grade	:	Senior Laundry Superintendent
Responsible To	:	Unit in Charge
Accountable To	:	Head of Department

Job Purpose

To provide an efficient and effective day-to-day laundry services to all wards/units within the hospital and support the delivery of quality patient care

Main Duties and Responsibilities

- Supervise the activities of the junior staff in the Laundry by training, assigning work, and evaluating performance.
- Ensure that soiled, fouled and infected linen are properly handled
- Ensure cleanliness of laundered items
- Ensure proper storage, issuance and control of linen in the unit
- Check items for clarity and correctness of ward and other identification marking
- Mark items with identification
- Requisition supplies and major equipment repairs
- Ensure that all machinery are operated correctly and safely
- Ensure that the processing of linen meet the required standards that promote the linen services, building up client's confidence in the standard provided.
- Operate in accordance with laundry quality systems work instructions.
- Perform other official duties that may be assigned

Communication and Working Relationship

- Maintain effective communication with colleagues, visitors and clients/patients.
- Work with laundry staff in a collegiate manner.
- Attend and contribute at staff meetings.

Person and People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of laundry services
- Keep up to date on job related issues as appropriate.
- Contribute to Continuing Professional Development (CPD) of the laundry staff.
- Keep log of own performance and in-service training log for purposes of appraisal.

Management

- Participate in the day-to-day operational management of the unit.
- Participate in roster planning and monitoring in the unit
- Maintain up-to-date inventory records in the unit
- Contribute to the preparation of reports and budget for the laundry unit
- Assist in ensuring effective and efficient use of available resources in the unit.
- Contribute to devising improved job methods for increasing efficiency in the unit.

Health & Safety Responsibilities

- Take care of own safety and that of other colleagues and clients as appropriate.
- Work in compliance with all GHS health and safety requirements and attend relevant training to update knowledge in line with GHS Health and Safety policy.
- Report any accident/incidents in the course of duty to Superior Officers in accordance with standard protocols.

Quality Assurance

- Work within the prescribed quality standards for the laundry service
- Comply with the GHS quality assurance policy and guidelines.

Further Information

- The post holder must at all times:
 - o Work in accordance with GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient's Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification

Senior Laundry Superintendent

Criteria	Essential	Desirable
Educational Qualification and Experience	HND in Hospitality and Institutional Management or its Equivalent plus at least Three (3) years working experience at the level of Laundry Superintendent plus continuing professional development and training in management	Advanced Diploma in Hospitality and Institutional Management
Knowledge and Experience	Knowledge of textiles and understanding of laundering principles Knowledge of Health and Safety Knowledge of quality assurance issues	
Skills & Abilities	Good written and verbal skills	

	Good interpersonal relationship Record keeping skills Ability to work with others as a team member Ability to work under pressure	
<i>Personal Attributes</i>	Integrity, commitment and courteous	

6.1.3 Principal Laundry Superintendent

Job Title	:	Laundry Superintendent
Grade	:	Principal Laundry Superintendent
Responsible To	:	Unit in Charge
Accountable To	:	Head of Department

Job Purpose

To provide an efficient and effective day-to-day laundry services to all wards/units within the hospital and support the delivery of quality patient care

Main Duties and Responsibilities

- Supervise the activities of the junior staff in the Laundry by training, assigning work, and evaluating performance.
- Ensure that soiled, fouled and infected linen are properly handled
- Ensure cleanliness of laundered items
- Ensure proper storage, issuance and control of linen in the unit
- Check items for clarity and correctness of ward and other identification marking
- Mark items with identification
- Requisition supplies and major equipment repairs
- Ensure that all machinery are operated correctly and safely
- Ensure that the processing of linen meet the required standards that promote the linen services, building up client's confidence in the standard provided.
- Operate in accordance with laundry quality systems work instructions.
- Perform other official duties that may be assigned

Communication and Working Relationship

- Maintain effective communication with colleagues, visitors and clients/patients.
- Work with laundry staff in a collegiate manner.
- Attend and contribute at staff meetings.

Person and People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of laundry services
- Keep up to date on job related issues as appropriate.
- Contribute to Continuing Professional Development (CPD) of the laundry staff.
- Keep log of own performance and in-service training log for purposes of appraisal.

Management

- Play active role in the day-to-day operational management of the unit.

- Undertake roster planning and monitoring and documentation of all leave in the unit
- Ensure maintenance of up-to-date inventory records in the unit
- Participate in the preparation of reports and budget for the laundry unit
- Ensure effective and efficient use of available resources in the unit.
- Contribute to devising improved job methods for increasing efficiency in the unit.

Health & Safety Responsibilities

- Take care of own safety and that of other colleagues and clients as appropriate.
- Work in compliance with all GHS health and safety requirements and attend relevant training to update knowledge in line with GHS Health and Safety policy.
- Report any accident/incidents in the course of duty to Superior Officers in accordance with standard protocols.

Quality Assurance

- Work within the prescribed quality standards for the laundry service
- Comply with the GHS quality assurance policy and guidelines.

Further Information

- The post holder must at all times:
 - o Work in accordance with GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient's Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification

Principal Laundry Superintendent

Criteria	Essential	Desirable
Educational Qualification and Experience	HND in Hospitality and Institutional Management or its Equivalent plus at least FIVE (5) years working experience at the level of Laundry Superintendent plus continuing professional training	Advanced Diploma in Hospitality and Institutional Management
Knowledge	Knowledge of textiles and understanding of laundering principles Knowledge of Health and Safety	
Skills & Abilities	Good written and verbal skills Good interpersonal relationship Record keeping skills Ability to work with others as a team member Ability to work under pressure	
Personal attributes	Integrity, commitment and courteous	

6.1.4 Assistant Chief Laundry Superintendent

Job Title	:	Laundry Superintendent
Grade	:	Assistant Chief Laundry Superintendent
Responsible To	:	Head of Department
Accountable To	:	Head of Facility

Job Purpose

To provide an efficient and effective day-to-day laundry services to all wards/units within the hospital and support the delivery of quality patient care

Main Duties and Responsibilities

- Supervise the activities of the junior staff in the Laundry by training, assigning work, and evaluating performance
- Take a lead role in ensuring that soiled, fouled and infected linen are properly handled
- Be responsible for ensuring cleanliness of laundered items as well as proper storage, issuance and control of linen in the unit
- Supervise the checking of items for clarity and correctness of ward and other identification marking
- Be responsible for the requisition of supplies and major equipment repairs in the laundry unit
- Take a lead role in ensuring that all machinery are operated correctly and safely
- Ensure that the processing of linen meet the required standards that promote the linen services, building up client's confidence in the standard provided.
- Ensure that the laundry staff operate in accordance with laundry quality systems work instructions
- Provide requirements of linen for the wards and departments, ensuring it is timely, comprehensive and neatly presented
- Ensure that record systems used within the Laundry Unit are kept updated as required. e.g work records, stock sheets for chemicals
- Perform other official duties that may be assigned

Communication and Working Relationship

- Maintain effective communication with colleagues, visitors and clients/patients.
- Work with laundry staff in a collegiate manner.
- Attend and contribute at staff meetings.

Person and People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of laundry services

- Keep up to date on job related issues as appropriate.
- Contribute to Continuing Professional Development (CPD) of the laundry staff.
- Keep log of own performance and in-service training log for purposes of appraisal.

Management

- Oversee the day-to-day management of the unit.
- Oversee roster planning and monitoring and documentation of all leave in the unit.
- Ensure maintenance of inventory records in the unit.
- Lead in the preparation of reports and budget for the unit.
- Ensure effective and efficient use of available resources in the unit.
- Devise improved job methods for increasing efficiency in the unit.

Health & Safety Responsibilities

- Take care of own safety and that of other colleagues and clients as appropriate.
- Work in compliance with all GHS health and safety requirements and attend relevant training to update knowledge in line with GHS Health and Safety policy.
- Report any accident/incidents in the course of duty to Superior Officers in accordance with standard protocols.

Quality Assurance

- Work within the prescribed quality standards for the laundry service
- Comply with the GHS quality assurance policy and guidelines.

Further Information

- The post holder must at all times:
 - Work in accordance with GHS Code of Professional Conduct and Disciplinary Procedure.
 - Strictly adhere to the provisions of the Patient's Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification

Assistant Chief Laundry Superintendent

Criteria	Essential	Desirable
Educational Qualification and Experience	<p>HND in Hospitality and Institutional Management or its Equivalent or its equivalent plus advanced diploma in Hospitality and Institutional Management or related field with at least Three (3) years post Advanced Diploma working experience at the level of Senior Laundry Superintendent plus continuous professional development and training in management.</p> <p>Or</p> <p>HND in Hospitality and Institutional Management or its Equivalent or its equivalent plus advanced diploma in Hospitality and Institutional Management or related field at the level of Principal Laundry Superintendent plus continuous professional development and training in management.</p> <p>Or</p> <p>HND in Hospitality and Institutional Management or its Equivalent plus at least Five (5) years working experience at the level of Principal Laundry Superintendent plus continuous professional development and training in management</p>	
Knowledge	<p>Knowledge of textiles and understanding of laundering principles</p> <p>Knowledge of Health and Safety</p> <p>Knowledge of quality assurance issues</p>	
Skills & Abilities	<p>Good written and verbal skills</p> <p>Good interpersonal relationship</p> <p>Record keeping skills</p> <p>Ability to work with others as a team member</p> <p>Ability to work under pressure</p>	
Personal Attributes	<p>Physically fit and capable of undertaking strenuous duties.</p> <p>Integrity, commitment and courteous</p>	

6.1.5 Chief Laundry Superintendent

Job Title	:	Laundry Superintendent
Grade	:	Chief Laundry Superintendent
Responsible To	:	Head of Department
Accountable To	:	Head of Facility

Job Purpose

To provide an efficient and effective day-to-day laundry services to all wards/units within the hospital and support the delivery of quality patient care

Main Duties and Responsibilities

- Supervise the activities of the junior staff in the Laundry by training, assigning work, and evaluating performance
- Take a lead role in ensuring that soiled, fouled and infected linen are properly handled
- Be responsible for ensuring cleanliness of laundered items as well as proper storage, issuance and control of linen in the unit
- Supervise the checking of items for clarity and correctness of ward and other identification marking
- Be responsible for the requisition of supplies and major equipment repairs in the laundry unit
- Take a lead role in ensuring that all machinery are operated correctly and safely
- Ensure that the processing of linen meet the required standards that promote the linen services, building up client's confidence in the standard provided.
- Ensure that the laundry staff operate in accordance with laundry quality systems work instructions
- Provide requirements of linen for the wards and departments, ensuring it is timely, comprehensive and neatly presented
- Ensure that record systems used within the Laundry Unit are kept updated as required. e.g work records, stock sheets for chemicals
- Perform other official duties that may be assigned

Communication and Working Relationship

- Maintain effective communication with colleagues, visitors and clients/patients.
- Work with laundry staff in a collegiate manner.
- Attend and contribute at staff meetings.

Person and People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of laundry services
- Keep up to date on job related issues as appropriate.
- Contribute to Continuing Professional Development (CPD) of the laundry staff.
- Keep log of own performance and in-service training log for purposes of appraisal.

Management

- Oversee the day-to-day management of the unit.
- Oversee roster planning and monitoring and documentation of all leave in the unit.
- Ensure maintenance of inventory records in the unit.
- Lead in the preparation of reports and budget for the unit.
- Ensure effective and efficient use of available resources in the unit.
- Devise improved job methods for increasing efficiency in the unit.

Health & Safety Responsibilities

- Take care of own safety and that of other colleagues and clients as appropriate.
- Work in compliance with all GHS health and safety requirements and attend relevant training to update knowledge in line with GHS Health and Safety policy.
- Report any accident/incidents in the course of duty to Superior Officers in accordance with standard protocols.

Quality Assurance

- Work within the prescribed quality standards for the laundry service
- Comply with the GHS quality assurance policy and guidelines.

Further Information

- The post holder must at all times:
 - o Work in accordance with GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient's Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification

Chief Laundry Superintendent

Criteria	Essential	Desirable
Educational Qualification and Experience	HND in Hospitality and Institutional Management or its Equivalent or its equivalent plus advanced diploma in Hospitality and Institutional Management or related field with at least FIVE years working experience at the level of Assistant Chief Laundry Superintendent plus continuous professional development and training in management.	
Knowledge	Knowledge of textiles and understanding of laundering principles Knowledge of Health and Safety Knowledge of quality assurance issues	
Skills & Abilities	Good written and verbal skills Good interpersonal relationship Record keeping skills Ability to work with others as a team member Ability to work under pressure	
Personal Attributes	Physically fit and capable of undertaking strenuous duties. Integrity, commitment and courteous	

6.2 LAUNDERERS

6.2.1 Launderer

Job Title	:	Launderer
Grade	:	Launderer
Responsible To	:	Unit in Charge
Accountable To	:	Head of Department
Job Purpose		

To provide efficient and effective day-to-day laundry services to all wards/units within the hospital and support the delivery of quality patient care

Main Duties and Responsibilities

- Undertake a range of laundry duties as directed by the Head of the Laundry Unit
- Receive, weigh and record the weight of all linen
- Sort soiled items into groups according to laundering process
- Process linen using a range of laundry machinery to the required standards
- Undertake linen stock count
- Assist in ensuring proper storage, issuance and control of linen in the unit
- Perform other official duties that may be assigned

Communication and Working Relationship

- Maintain effective communication with work colleagues, other staff and clients/patients.
- Attend and contribute at general staff meetings.

Person and People Development

- Attend in-house training sessions relating to laundry services to update knowledge and skills.
- Keep up to date on job related issues as appropriate.
- Keep log of own performance and in-service training log for purposes of appraisal.

Health & Safety Responsibilities

- Take care of own safety and that of other colleagues, clients and visitors as appropriate.
- Work in compliance with all GHS health and safety requirements
- Operate all machinery correctly and safely and report any accident/incidents in the course of duty to Superior Officers in accordance with standard protocols.

Quality Assurance

- Comply with all GHS Quality Assurance Policy guidelines and operate in accordance with laundry quality systems.

Further Information

- The post holder must at all times:
 - o Work in accordance with GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient's Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification

Launderer

Criteria	Essential	Desirable
Educational Qualification and Experience	GCE O'Level/ SSSCE Certificate Equivalent/NVTI	
Knowledge	Knowledge of textiles and understanding of laundering principles Knowledge of Health and Safety Knowledge of quality assurance issues	
Skills & Abilities	Good written and verbal skills Good interpersonal relationship Record keeping skills Ability to work with others as a team member Ability to work under pressure	
Personal Attributes	Physically fit and capable of undertaking strenuous duties. Integrity, commitment and courteous	

6.2.2 Senior Launderer

Job Title	:	Launderer
Grade	:	Senior Launderer
Responsible To	:	Unit in Charge
Accountable To	:	Head of Department

Job Purpose

To provide efficient and effective day-to-day linen services to all wards/units within the hospital and support the delivery of quality patient care

Main Duties and Responsibilities

- Supervise and direct the activities of the junior laundry staff
- Receive, weigh and record the weight of all linen
- Sort soiled items into groups according to laundering process
- Process linen using a range of laundry machinery
- Check and ensure cleanliness of laundered items
- Check items for clarity and correctness of ward and other identification marking
- Assist in ensuring proper storage, issuance and control of linen in the unit
- Participate in roster planning and monitoring in the unit.
- Perform other official duties that may be assigned

Communication and Working Relationship

- Maintain effective communication with work colleagues, other staff and clients/patients.
- Attend and contribute at general staff meetings.

Person and People Development

- Attend in-house training sessions relating to laundry services to update knowledge and skills.
- Keep up to date on job related issues as appropriate.
- Keep log of own performance and in-service training log for purposes of appraisal.

Health & Safety Responsibilities

- Take care of own safety and that of other colleagues, clients and visitors as appropriate.
- Work in compliance with all GHS health and safety requirements .
- Operate all machinery correctly and safely and report any accident/incidents in the course of duty to Superior Officers in accordance with standard protocols.

Quality Assurance

- Comply with all GHS Quality Assurance Policy guidelines and operate in accordance with laundry quality systems.

Further Information

- The post holder must at all times:
 - Work in accordance with GHS Code of Professional Conduct and Disciplinary Procedure.
 - Strictly adhere to the provisions of the Patient's Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification

Senior Launderer

Criteria	Essential	Desirable
Educational Qualification and Experience	GCE O'Level/ SSSCE Certificate Equivalent/NVTI and at least Three (3) years working experience at the level of Launderer plus continuing training in laundry services	
Knowledge	Knowledge of textiles and understanding of laundering principles Knowledge of Health and Safety Knowledge of quality assurance issues	
Skills & Abilities	Good written and verbal skills Good interpersonal relationship Record keeping skills Ability to work with others as a team member Ability to work under pressure	
Personal Attributes	Physically fit and capable of undertaking strenuous duties. Integrity, commitment and courteous	

6.2.3 Principal Launderer

Job Title	:	Launderer
Grade	:	Principal Launderer
Responsible To	:	Unit in Charge
Accountable To	:	Head of Department

Job Purpose

To provide an efficient and effective day-to-day laundry services to all wards/units within the hospital and support the delivery of quality patient care

Main Duties and Responsibilities

- Supervise and direct the activities of the junior laundry staff
- Receive, weigh and record the weight of all linen
- Sort soiled items into groups according to laundering process
- Process linen using a range of laundry machinery
- Check and ensure cleanliness of laundered items
- Check items for clarity and correctness of ward and other identification marking
- Assist in ensuring proper storage, issuance and control of linen in the unit
- Participate in roster planning and monitoring in the unit.
- Perform other official duties that may be assigned

Communication and Working Relationship

- Maintain effective communication with work colleagues, other staff and clients/patients.
- Attend and contribute at general staff meetings.

Person and People Development

- Attend in-house training sessions relating to laundry services to update knowledge and skills.
- Keep up to date on job related issues as appropriate.
- Keep log of own performance and in-service training log for purposes of appraisal.

Health & Safety Responsibilities

- Take care of own safety and that of other colleagues, clients and visitors as appropriate.
- Work in compliance with all GHS health and safety requirements.
- Operate all machinery correctly and safely and report any accident/incidents in the course of duty to Superior Officers in accordance with standard protocols.

Quality Assurance

- Comply with all GHS Quality Assurance Policy guidelines and operate in accordance with laundry quality systems.

Further Information

- The post holder must at all times:
 - Work in accordance with GHS Code of Professional Conduct and Disciplinary Procedure.
 - Strictly adhere to the provisions of the Patient's Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification

Principal Launderer

Criteria	Essential	Desirable
Educational Qualification and Experience	GCE O'Level/ SSSCE Certificate Equivalent/NVTI and at least FIVE (5) years working experience at the level of Senior Launderer plus continuing training in laundry services	
Knowledge	Knowledge of textiles and understanding of laundering principles Knowledge of Health and Safety Knowledge of quality assurance issues	
Skills & Abilities	Good written and verbal skills Good interpersonal relationship Record keeping skills Ability to work with others as a team member Ability to work under pressure	
Personal Attributes	Physically fit and capable of undertaking strenuous duties. Integrity, commitment and courteous	

6.3 WASHERMAN

6.3.1 Washerman/ Washerwoman

Job Title	:	Washerman
Grade	:	Washer man/woman
Responsible To	:	Unit in Charge
Accountable To	:	Head of Department

Job Purpose

To provide an efficient and effective day-to-day laundry services to all wards/units within the hospital and support the delivery of quality patient care

Main Duties and Responsibilities

- Undertake a range of laundry duties as directed by the Head of the Laundry Unit
- Receive and sort out linen in accordance with the laundry procedures
- Wash, dry and iron linen
- Assist in undertaking linen stock count
- Assist in the distribution of the linen
- Handle soiled, fouled and infected linen, wearing the appropriate personal protection equipment provided for such tasks
- Perform other official duties that may be assigned

Communication and Working Relationship

- Maintain effective communication with work colleagues.
- Attend and contribute at general staff meetings.

Person and People Development

- Attend in-house training sessions relating to laundry services to update knowledge and skills.
- Keep up to date on job related issues as appropriate.
- Keep log of own performance and in-service training log for purposes of appraisal.

Health & Safety Responsibilities

- Take care of own safety and that of other colleagues, clients and visitors as appropriate.
- Work in compliance with all GHS health and safety requirements
- Report any accident/incidents in the course of duty to Superior Officers in accordance with standard protocols.

Quality Assurance

- Comply with all GHS Quality Assurance Policy guidelines and work within the prescribed quality standards for the laundry services.

Further Information

- The post holder must at all times:
 - Work in accordance with GHS Code of Professional Conduct and Disciplinary Procedure.
 - Strictly adhere to the provisions of the Patient's Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification

Washerwoman/Washerwoman

Criteria	Essential	Desirable
Educational Qualification and Experience	BECE or MSLC/ SSSCE Certificate with a minimum of Aggregate 30)	
Knowledge	General Knowledge in laundry services	
Skills & Abilities	Ability to follow simple spoken and written instruction Ability to deal positively with stressful situations within the work place.	
Personal Attributes	Physically fit and capable of undertaking strenuous duties. Integrity, commitment and courteous	

6.3.2 Senior Washerman/ Washerwoman

Job Title	:	Washerman
Grade	:	Washer man/woman
Responsible To	:	Unit in Charge
Accountable To	:	Head of Department

Job Purpose

To provide an efficient and effective day-to-day laundry services to all wards/units within the hospital and support the delivery of quality patient care

Main Duties and Responsibilities

- Undertake a range of laundry duties as directed by the Head of the Laundry Unit
- Receive and sort out linen in accordance with the laundry procedures
- Wash, dry and iron linen
- Assist in undertaking linen stock count
- Assist in the distribution of the linen
- Handle soiled, fouled and infected linen, wearing the appropriate personal protection equipment provided for such tasks
- Perform other official duties that may be assigned

Communication and Working Relationship

- Maintain effective communication with work colleagues, other staff and clients/patients.
- Attend and contribute at general staff meetings.

Person and People Development

- Attend in-house training sessions relating to laundry services to update knowledge and skills.
- Keep up to date on job related issues as appropriate.
- Keep log of own performance and in-service training log for purposes of appraisal.

Health & Safety Responsibilities

- Take care of own safety and that of other colleagues, clients and visitors as appropriate.
- Work in compliance with all GHS health and safety requirements
- Report any accident/incidents in the course of duty to Superior Officers in accordance with standard protocols.

Quality Assurance

- Comply with all GHS Quality Assurance Policy guidelines and work within the prescribed quality standards for the laundry services.

Further Information

- The post holder must at all times:
 - o Work in accordance with GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient's Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification

Senior Washerman/Washerwoman

Criteria	Essential	Desirable
Educational Qualification and Experience	BECE or MSLC/ SSSCE Certificate with a minimum of Aggregate 30) and at least THREE (3) years working experience at the level of Washer man/Washerwoman plus continuing training in laundry services	
Knowledge	General Knowledge in laundry services	
Skills & Abilities	Ability to follow simple spoken and written instruction Ability to deal positively with stressful situations within the work place.	
Personal Attributes	Physically fit and capable of undertaking strenuous duties. Integrity, commitment and courteous	

6.3.3 Principal Washman/Washerwoman

Job Title	:	Washer man/woman
Grade	:	Principal Washer man/woman
Responsible To	:	Unit in Charge
Accountable To	:	Head of Department

Job Purpose

To provide efficient and effective day-to-day laundry services to all wards/units within the hospital and support the delivery of quality patient care

Main Duties and Responsibilities

- Undertake a range of laundry duties as directed by the Head of the Laundry Unit
- Receive and sort out linen in accordance with the laundry procedures
- Wash, dry and iron linen
- Assist in undertaking linen stock count
- Assist in the distribution of the linen
- Operate in accordance with laundry quality systems work instructions
- Handle soiled, fouled and infected linen, wearing the appropriate personal protection equipment provided for such tasks
- Perform other official duties that may be assigned

Communication and Working Relationship

- Maintain effective communication with work colleagues, other staff and clients/patients.
- Attend and contribute at general staff meetings.

Person and People Development

- Attend in-house training sessions relating to laundry services to update knowledge and skills.
- Keep up to date on job related issues as appropriate.
- Keep log of own performance and in-service training log for purposes of appraisal.

Health & Safety Responsibilities

- Take care of own safety and that of other colleagues, clients and visitors as appropriate.
- Work in compliance with all GHS health and safety requirements
- Report any accident/incidents in the course of duty to Superior Officers in accordance with standard protocols.

Quality Assurance

- Comply with all GHS Quality Assurance Policy guidelines and work within the prescribed quality standards for the laundry services.

Further Information

- The post holder must at all times:
 - o Work in accordance with GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient's Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification

Principal Washerman/Washerwoman

Criteria	Essential	Desirable
Educational Qualification and Experience	BECE or MSLC/ SSSCE Certificate with a minimum of Aggregate 30) and at least FIVE (5) years working experience at the level of Senior Washer man/Washerwoman plus continuing training in management	
Knowledge and Experience	Knowledge in laundry services	
Skills & Abilities	Ability to follow simple spoken and written instruction Ability to deal positively with stressful situations within the work place.	
Personal Attributes	Physically fit and capable of undertaking strenuous duties. Integrity, commitment and courteous	

6.3.4 Sterilization Machine Operator

Job Title : Sterilization Machine Operator

Grade : Sterilization Machine Operator

Responsible To : Unit-In-Charge

Accountable To : Head of Department

Job Purpose

To provide accurate and high quality work within the framework of current requirements for reprocessing, decontamination/sterilization and distribution of products for use in theatres and other clinical departments

Main Duties and Responsibilities

- Follow decontamination guidelines to clean, sterilize and pack surgical equipment.
- Collect used instruments/equipment from Wards and Units/Departments.
- Clean dirty instruments and other equipment either manually or mechanically.
- Pack dressings, linen, surgical instruments and other instruments sets for theatre.
- Distribute sterile instruments/equipment to Wards and Units/Departments.
- Perform other official duties that may be assigned

Communication and Working Relationship

- Maintain effective communication with work colleagues.
- Attend and contribute at general staff meetings.

Person and People Development

- Attend in-house training sessions relating to sterilization procedures including safe operation of automated machinery to update skills and knowledge
- Keep up to date on job related issues as appropriate.
- Keep log of own performance and in-service training log for purposes of appraisal.

Health & Safety Responsibilities

- Take care of own safety and that of other colleagues and clients as appropriate.
- Work in compliance with all GHS health and safety requirements
- Operate all machinery including instrument washing machines, equipment dryers, sterilizers and other machinery correctly and safely, wearing the appropriate personal protection equipment provided for such tasks.
- Report any accident/incidents in the course of duty to Superior Officers in accordance with standard protocols.

Quality Assurance

- Comply with all GHS Quality Assurance Policy guidelines and work within the prescribed quality standards for the sterilization services.

Further Information

- The post holder must at all times:
 - o Work in accordance with GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient's Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification

Sterilization Machine Operator

Criteria	Essential	Desirable
<i>Educational Qualification and Experience</i>	GCE O'Level/ SSSCE Certificate Equivalent/NVTI	
<i>Knowledge</i>	General knowledge in sterilization services	
<i>Skills & Abilities</i>	Ability to speak, read and write simple English Ability to follow instructions / protocol / daily timetable Ability to carry out routine / repetitive duties Ability to work under pressure Good interpersonal relationship Ability to work with others as a team member	
<i>Personal Attributes</i>	Physically fit and capable of undertaking strenuous duties. Integrity, commitment and courteous	

6.3.5 Senior Sterilization Machine Operator

Job Title : Sterilization Machine Operator

Grade : Senior Sterilization Machine Operator

Responsible To : Unit-In-Charge

Accountable To : Head of Department

Job Purpose

To provide accurate and high quality work within the framework of current requirements for reprocessing, decontamination/sterilization and distribution of products for use in theatres and other clinical departments

Main Duties and Responsibilities

- Follow decontamination guidelines to clean, sterilize and pack surgical equipment.
- Collect used instruments/equipment from Wards and Units/Departments.
- Clean dirty instruments and other equipment either manually or mechanically.
- Pack dressings, linen, surgical instruments and other instruments sets for theatre.
- Distribute sterile instruments/equipment to Wards and Units/Departments
- Perform other official duties that may be assigned

Communication and Working Relationship

- Maintain effective communication with work colleagues.
- Attend and contribute at general staff meetings.

Person and People Development

- Attend in-house training sessions relating to sterilization procedures including safe operation of automated machinery to update skills and knowledge
- Keep up to date on job related issues as appropriate.
- Keep log of own performance and in-service training log for purposes of appraisal.

Health & Safety Responsibilities

- Take care of own safety and that of other colleagues and clients as appropriate.
- Work in compliance with all GHS health and safety requirements
- Operate all machinery including instrument washing machines, equipment dryers, sterilizers and other machinery correctly and safely, wearing the appropriate personal protection equipment provided for such tasks.

- Report any accident/incidents in the course of duty to Superior Officers in accordance with standard protocols.

Quality Assurance

- Comply with all GHS Quality Assurance Policy guidelines and work within the prescribed quality standards for the sterilization services.

Further Information

- The post holder must at all times:
 - o Work in accordance with GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient’s Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification

Senior Sterilization Machine Operator

Criteria	Essential	Desirable
Educational Qualification and Experience	GCE O'Level/ SSSCE Certificate Equivalent/NVTI and at least THREE (3) years working experience at the level of Sterilization Machine Operator plus continuing training in sterilization services	
Knowledge	Knowledge in sterilization services	
Skills & Abilities	Ability to speak, read and write simple English Ability to follow instructions / protocol / daily timetable Ability to carry out routine / repetitive duties Ability to work under pressure Good interpersonal relationship Ability to work with others as a team member	
Personal Attributes	Physically fit and capable of undertaking strenuous duties. Integrity, commitment and courteous	

6.3.6 Principal Sterilization Machine Operator

Job Title : Sterilization Machine Operator

Grade : Principal Sterilization Machine Operator

Responsible To : Unit-In-Charge

Accountable To : Head of Department

Job Purpose

To provide accurate and high quality work within the framework of current requirements for reprocessing, decontamination/sterilization and distribution of products for use in theatres and other clinical departments

Main Duties and Responsibilities

- Supervise and direct the activities of the Junior sterilization machine operators
- Ensure compliance of decontamination guidelines for cleaning, sterilisation and packing of surgical equipment.
- Collect used instruments/equipment from Wards and Units/Departments.
- Clean dirty instruments and other equipment either manually or mechanically.
- Pack dressings, linen, surgical instruments and other instruments sets for theatre.
- Distribute sterile instruments/equipment to Wards and Units/Departments.
- Deal with service requests and queries from Theatres and Units/Departments.
- Actively participate in the management of the Units/Department's Store.
- Participate in roster planning and monitoring in the unit
- Perform other official duties that may be assigned

Communication and Working Relationship

- Maintain effective communication with work colleagues.
- Attend and contribute at general staff meetings.

Person and People Development

- Attend in-house training sessions relating to sterilization procedures including safe operation of automated machinery to update skills and knowledge
- Keep up to date on job related issues as appropriate.
- Keep log of own performance and in-service training log for purposes of appraisal.

Health & Safety Responsibilities

- Take care of own safety and that of other colleagues and clients as appropriate.
- Work in compliance with all GHS health and safety requirements
- Operate all machinery including instrument washing machines, equipment dryers, sterilizers and other machinery correctly and safely, wearing the appropriate personal protection equipment provided for such tasks.
- Report any accident/incidents in the course of duty to Superior Officers in accordance with standard protocols.

Quality Assurance

- Comply with all GHS Quality Assurance Policy guidelines and work within the prescribed quality standards for the sterilization services.

Further Information

- The post holder must at all times:
 - o Work in accordance with GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient's Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification

Principal Sterilization Machine Operator

Criteria	Essential	Desirable
Educational Qualification and Experience	GCE O'Level/ SSSCE Certificate Equivalent/NVTI and at least FIVE (5) years working experience at the level of Senior Sterilization Machine Operator plus continuing training in sterilization services	
Knowledge	Broad knowledge in sterilization services	
Skills & Abilities	Ability to speak, read and write simple English Ability to follow instructions / protocol / daily timetable Ability to carry out routine / repetitive duties Ability to work under pressure Good interpersonal relationship Ability to work with others as a team member	
Personal Attributes	Physically fit and capable of undertaking strenuous duties. Integrity, commitment and courteous	

7.0 BLOOD DONOR ORGANIZERS

7.1 Blood Donor Organizer

Job Title : Blood Donor Programme Organizer

Grade : Blood Donor Organizer

Responsible To: Unit Head

Accountable To: Head of Department

Job Purpose

To educate, recruit, retain blood donors, collect, store, and distribute blood

Main Duties Responsibilities

- Mobilize communities for blood donation.
- Organize and lead mobile blood donations in schools, workplaces, etc.
- Give blood donation lectures at workplaces, schools and voluntary organisations
- Prepare donor cards and certificates to voluntary blood donors
- Give pre-donation counselling
- Give post-donation counselling to donors with Transfusion Transmissible Infections (TTI)
- Ensure voluntary blood donors' welfare
- Perform other duties that may be assigned

Communication and Working Relationships

- Maintain effective communication and working relationship with team members, other health workers and clients.
- Attend and contribute at staff meetings
- Participate in professional meetings and conferences as required.

Personal and People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of blood donor services.
- Monitor own performance against agreed objectives and standards.
- Keep up to date on job related issues as appropriate.
- Keep log of own performance and in-service training log for purposes of appraisal.

Research

- Participate in surveys and audits.

Health Safety Responsibilities

- Take care of own safety and ensure the safety of other staff in blood transfusion unit.
- Comply with health and safety policies, guidelines/protocols in the facility (eg. the use of personal protective clothing/equipment).
- Ensure that accidents/incidents or ill health, failings in equipment are reported and recorded

Quality Assurance

- Comply with all GHS Quality Assurance Policy guidelines
- Keep up-to-date with quality developments relevant to area of work and related services.

Further Information

- The post holder must at all times:
 - Work in accordance with the GHS Code of Ethics and Code of Conduct and Disciplinary Procedures.
 - Strictly adhere to the provisions of the Patient's Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification

Blood Donor Organizer

Criteria	Essential	Desirable
Educational Qualification and Experience	Degree in Social Sciences or equivalent and at least one (1) year national service or internship at a recognized health facility	
Knowledge	General knowledge in Blood Transfusion Service Understanding of the importance of patient confidentiality Understanding of Quality Issues Knowledge of Health and Safety	
Skills & Abilities	Counseling skills Competence in word processing and spreadsheet skills Ability to demonstrate a high level of oral and writing skills Good interpersonal relationship Ability to work with others as a team member Ability to develop and motivate staff Ability to cope with pressure and handle difficult and stressful situations Able to follow standard operational procedures Ability to manage own workload autonomously	

7.2 Senior Blood Donor Organizer

Job Title : Blood Donor Programme Organizer

Grade : Senior Blood Donor Organizer

Responsible To: Unit Head

Accountable To: Head of Department

Job Purpose

To educate, recruit, retain blood donors, collect, store, and distribute blood

Main Duties Responsibilities

- Supervise and assign tasks to subordinate blood donor organizers
- Determine the size of the donor panel and build it up
- Ensure blood is always available and in adequate quantities
- Organise and maintain community blood banks
- Ensure that the donor records are always up to date
- Ensure voluntary blood donors' welfare
- Organise sponsorship packages for blood donors
- Write up advertisements in both print and electronic media
- Perform other official duties that may be assigned

Communication and Working Relationship

- Maintain effective communication and working relationship with team members, other health workers and clients.
- Develop working partnership networks with individuals, groups, communities and agencies.
- Attend and contribute at staff meetings
- Participate in multi-professional meetings and conferences as required.

Personal and People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of blood donor services.
- Monitor own performance against agreed objectives and standards.
- Contribute to Continuing Professional Development (CPD) of the blood donor organizers.
- Keep up to date on job related issues as appropriate.
- Keep log of own performance and in-service training log for purposes of appraisal.

Management

- Ensure that supplies, equipment and department environment is maintained to high standard.
- Undertake/participate in rota planning and monitoring in the unit
- Ensure effective and efficient use of human and material resources in the unit.
- Contribute to devising of improved job methods for increasing efficiency.
- Promote a positive image for GHS.

Research

- Participate in surveys and audits

Health Safety Responsibilities

- Take care of own safety and ensure the safety of other staff in the occupational therapy unit.
- Comply with and ensure adherence to the health and safety policies, guidelines/protocols in (eg. the use of personal protective clothing/equipment).
- Ensure that accidents/incidents or ill health, failings in equipment are reported and recorded

Quality Assurance

- Comply with all GHS Quality Assurance Policy guidelines
- Keep up-to-date with quality developments relevant to area of work and related services.

Further Information

- The post holder must at all times:
 - Work in accordance with the GHS Code of Ethics and Code of Conduct and Disciplinary Procedures.
 - Strictly adhere to the provisions of the Patient's Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification

Senior Blood Donor Organizer

Criteria	Essential	Desirable
<i>Educational Qualification</i>	Degree in social sciences or equivalent Evidence of Continuous professional training	
<i>Experience</i>	At least 3 years post qualification experience as a blood donor organizer	
<i>Knowledge</i>	General knowledge in Blood Transfusion Service Understanding of the importance of patient confidentiality Understanding of Quality Issues Knowledge of Health and Safety	
<i>Skills & Abilities</i>	Counseling skills Ability to demonstrate a high level of oral and written skills Competence in word processing and spreadsheet skills Good interpersonal relationship Ability to show good organizational and supervisory skills Ability to work with others as a team member Ability to develop and motivate staff Ability to cope with pressure and handle difficult and stressful situations Able to follow standard operational procedures Ability to manage own workload autonomously Ability to meet changing conditions and solve new problems with the minimum of help	

7.3 Principal Blood Donor Organizer

Job Title : Blood Donor Programme Organizer

Grade : Principal Blood Donor Organizer

Responsible To: Unit Head

Accountable To: Head of Department

Job Purpose

To educate, recruit, retain blood donors, collect, store, and distribute blood

Main Duties Responsibilities

- Coordinate all blood donation activities in the Region
- Ensure that equipment, posters and leaflets are available
- Evaluate activities of all organisers within the Region
- Ensure compliance of organisers to written programmes and suggest modifications where appropriate
- Initiate the preparation of posters and leaflets
- Set goals and evaluate general performance of subordinates
- Ensure that targets are met
- Prepare annual and other reports as required
- Perform other official duties that may be assigned

Communication and Working Relationship

- Maintain effective communication and working relationship with team members, other health workers and clients.
- Develop working partnership networks with individuals, groups, communities and agencies.
- Attend and contribute at staff meetings
- Participate in multi-professional meetings and conferences as required.

Personal and People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of blood donor services.
- Monitor own performance against agreed objectives and standards.
- Contribute to Continuing Professional Development (CPD) of the blood donor organizers.
- Keep up to date on job related issues as appropriate.
- Keep log of own performance and in-service training log for purposes of appraisal.

Management

- Ensure that supplies, equipment and department environment is maintained to high standard.
- Undertake/participate in rota planning and monitoring in the unit
- Ensure effective and efficient use of human and material resources in the unit.
- Contribute to devising of improved job methods for increasing efficiency.
- Promote a positive image for GHS.

Research

- Participate in surveys and audits

Health Safety Responsibilities

- Take care of own safety and ensure the safety of other staff in the occupational therapy unit.
- Comply with and ensure adherence to the health and safety policies, guidelines/protocols (eg. the use of personal protective clothing/equipment).
- Ensure that accidents/incidents or ill health, failings in equipment are reported and recorded

Quality Assurance

- Comply with all GHS Quality Assurance Policy guidelines
- Keep up-to-date with quality developments relevant to area of work and related services.

Further Information

- The post holder must at all times:
 - Work in accordance with the GHS Code of Ethics and Code of Conduct and Disciplinary Procedures.
 - Strictly adhere to the provisions of the Patient's Charter.
- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification

Principal Blood Donor Organizer

Criteria	Essential	Desirable
<i>Educational Qualification</i>	Degree in social sciences or equivalent Evidence of Continuous professional training	Management and leadership training
<i>Experience</i>	At least 5 years working experience at the grade of Senior Blood Organizer	
<i>Knowledge</i>	General knowledge in Blood Transfusion Service Understanding of the importance of patient confidentiality Understanding of Quality Issues Knowledge of Health and Safety	
<i>Skills & Abilities</i>	Counseling skills Ability to demonstrate a high level of oral and writing skills Competence in word processing and spreadsheet skills Good interpersonal relationship Ability to show good organizational and supervisory skills Leadership skills Ability to work with others as a team member Ability to develop and motivate staff Ability to cope with pressure and handle difficult and stressful situations Able to follow standard operational procedures Ability to meet changing conditions and solve new problems with the minimum of help	

7.4 Deputy Chief Blood Donor Organizer

Job Title : Blood Donor Programme Organizer

Grade : Deputy Chief Blood Donor Organizer

Responsible To: Unit Head

Accountable To: Head of Department

Job Purpose

To educate, recruit, retain blood donors, collect, store, and distribute blood

Main Duties Responsibilities

- Coordinate all blood donation activities in the Region
- Ensure that logistics, posters and leaflets for blood donation are available.
- Provide technical support to blood donor organizers within the Region
- Ensure compliance of organisers to written programmes and suggest modifications where appropriate
- Initiate the preparation of posters and leaflets for blood donation
- Set goals and evaluate general performance of subordinates
- Ensure that blood donation targets are met
- Prepare annual and other reports as required
- Perform other official duties that may be assigned

Communication and working Relationships

- Establish and maintain effective communication with team members, other health workers and clients.
- Develop and sustain partnership working with individuals, groups, communities and agencies
- Organize and attend meetings as required in connection with the blood donor services.
- Attend and contribute at staff meetings
- Participate in multi-professional meetings and conferences as required.

Personal and People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of blood donor services.
- Monitor own performance against agreed objectives and standards.
- Contribute to Continuing Professional Development (CPD) of the blood donor organizers.
- Keep up to date on job related issues as appropriate

- Develop and conduct continuing education programs for the blood donor organizers.
- Plan and conduct orientation of new entrants and provide feedback related to specific education needs.
- Keep log of own performance and in-service training log for purposes of appraisal.

Management

- Ensure regular availability of supplies and other logistics for blood donor activities.
- Coordinate roster planning and monitoring and documentation of all leave for all the staff in the unit/department
- Ensure maintenance of up-to date records for blood donor activities
- Identify and participate in any cost improvement measures as required.
- Ensure effective and efficient use of human and material resources in the unit/department.
- Supervise the preparation of plans, budgets and periodic reports for the blood donor activities
- Devise improved job methods for increasing efficiency.
- Promote a positive image for GHS.

Research

- Conduct research in the area of work and promote utilization of research results.

Health and Safety Responsibilities

- Take care of own safety and others who may be affected by your actions or omissions
- Ensure adherence to the health and safety policies, guidelines/protocols (eg. the use of personal protective clothing/equipment).

Quality Assurance

- Work within the prescribed quality standards for the blood donor services
- Comply with the GHS quality assurance policy and guidelines.
- Keep up-to-date with quality developments relevant to area of work and related services

Further Information

- The post holder must at all times:
 - o Work in accordance with the GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient's Charter.

- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

Person Specification

Deputy Chief Blood Donor Organizer

Criteria	Essential	Desirable
Educational Qualification & Experience	Degree in social work or equivalent with at least FIVE (5) years' working experience at the level of Principal Blood Donor Organizer or equivalent plus evidence of Continuing professional education (CPE) and management training. Or Masters (or equivalent) in a relevant area (e.g Mass Communication/Public Relations) with a minimum of THREE (3) years postgraduate qualification working experience as a Senior Blood Donor Organizer or equivalent plus evidence of CPE and management training. Or Masters (or equivalent) in a relevant specialty at the grade of Principal Blood Donor Organizer or equivalent plus evidence of CPE and management training. Experience in planning and budgeting.	
Knowledge	General knowledge in Blood Transfusion Service Understanding of the importance of patient confidentiality Understanding of Quality Issues Knowledge of Health and Safety	
Skills & Abilities	Counseling skill Advocacy skill Competence in word processing and spreadsheet skills Ability to demonstrate a high level of oral and writing skills Good interpersonal relationship Ability to show good organizational and supervisory skills Leadership skills Ability to work with others as a team member Ability to develop and motivate staff Ability to cope with pressure and handle difficult and stressful situations Able to follow standard operational procedures Ability to meet changing conditions and solve new problems with the minimum of help	

7.5 Chief Blood Donor Organizer

Job Title : Blood Donor Programme Organizer

Grade : Chief Blood Donor Organizer

Responsible To: Unit Head

Accountable To: Head of Department

Job Purpose

To educate, recruit, retain blood donors, collect, store, and distribute blood

Main Duties Responsibilities

- Provide technical advice on the organization of blood donation campaign
- Compile and analyse reports from the regions, and advise the Head of Unit
- Ensure that regions comply with written programme and suggest changes when necessary
- Responsible for integrating donor welfare nationwide
- Responsible for organising workshops and in-service training for staff
- Responsible for preparing leaflets and posters
- Conduct training for newly recruited organisers
- Contribute to the development of training programmes for donor organisers
- Responsible for writing protocols/questionnaires for research
- Prepare budget for blood donor organisational activities
- Undertake periodic routine supervisory visits to the regions
- Perform any other functions as may be determined by the Head of Unit

Communication and working Relationships

- Establish and maintain effective communication with team members, other health workers and clients.
- Develop and sustain partnership working with individuals, groups, communities and agencies
- Organize and attend meetings as required in connection with the blood donor services.
- Attend and contribute at staff meetings
- Participate in multi-professional meetings and conferences as required.

Personal and People Development

- Develop and maintain continuing personal and professional development to meet the changing demands in the area of blood donor services.
- Monitor own performance against agreed objectives and standards.

- Contribute to Continuing Professional Development (CPD) of the blood donor organizers.
- Keep up to date on job related issues as appropriate
- Develop and conduct continuing education programs for the blood donor organizers.
- Plan and conduct orientation of new entrants and provide feedback related to specific education needs.
- Keep log of own performance and in-service training log for purposes of appraisal.

Management

- Ensure regular availability of supplies and other logistics for blood donor activities.
- Coordinate roster planning and monitoring and documentation of all leave for all the staff in the unit/department
- Ensure maintenance of up-to date records for blood donor activities
- Identify and participate in any cost improvement measures as required.
- Ensure effective and efficient use of human and material resources in the unit/department.
- Supervise the preparation of plans, budgets and periodic reports for the blood donor activities
- Devise improved job methods for increasing efficiency.
- Promote a positive image for GHS.

Research

- Conduct research in the area of work and promote utilization of research results.

Health and Safety Responsibilities

- Take care of own safety and others who may be affected by your actions or omissions
- Ensure adherence to the health and safety policies, guidelines/protocols (eg. the use of personal protective clothing/equipment).

Quality Assurance

- Work within the prescribed quality standards for the blood donor services
- Comply with the GHS quality assurance policy and guidelines.
- Keep up-to-date with quality developments relevant to area of work and related services

Further Information

- The post holder must at all times:
 - o Work in accordance with the GHS Code of Professional Conduct and Disciplinary Procedure.
 - o Strictly adhere to the provisions of the Patient’s Charter.

- *This job description is intended as a guide to the principal duties and responsibilities for the post and should not be considered an exhaustive list. It is subject to change in line with future development of the service*

**Person Specification
Chief Blood Donor Organizer**

Criteria	Essential	Desirable
Educational Qualification & Experience	Degree in social work or equivalent plus a Masters’ degree (or equivalent) in a relevant specialty with at least FIVE (5) years’ working experience at the level of Deputy Chief Blood Donor Organizer or equivalent; evidence of continuing professional development and management training. Experience in planning and budgeting.	
Knowledge	General knowledge in Blood Transfusion Service Understanding of the importance of patient confidentiality Understanding of Quality Issues Knowledge of Health and Safety	
Skills & Abilities	Counseling skill Advocacy skill Competence in word processing and spreadsheet skills Ability to demonstrate a high level of oral and writing skills Good interpersonal relationship Ability to show good organizational and supervisory skills Leadership skills Ability to work with others as a team member Ability to develop and motivate staff Ability to cope with pressure and handle difficult and stressful situations Able to follow standard operational procedures	