

APPENDIX G

DESCRIPTION OF DIRECTORATES

The Ministry of Health and Sanitation operates through various Directorates and Units. There are five Directorates together with the NGO/Donor Liaison Unit under the professional wing and three Directorates under Administration - Financial Resources, Human Resources and Support Services. In addition, the Director of Audit reports direct to the Minister.

Directorate of Planning and Information - The Directorate of Planning and Information is located at Ministry Headquarters in Freetown. It was established in the mid 90s as a condition for the effectiveness of the first World Bank/IDA credit to the health sector that funded the Health and Population Project. The Director reports to the Director General of Medical Services and the Directorate has an establishment of 34. Its main responsibilities include the design and implementation of a health management information system to ensure that health information is collected, analysed and accurately reported. The Directorate also develops national plans as well as coordinating and updating the National Health Action Plan. The annual planning and budgeting process is also one of its functions.

Directorate of Financial Resources - This Directorate was established under the World Bank Integrated Health Sector Project. Currently the Directorate handles both project matters and financial matters relating to Government. The Directorate is responsible to the Director General of Management Services and has a total establishment of 36 personnel. Its main objectives are to design and implement sound financial management, budgetary and accounting systems in order to enhance efficiency, accountability, transparency and control in the Ministry of Health & Sanitation.

Directorate of Internal Audit - The Directorate of Internal Audit has an establishment of 3 personnel and is directly responsible to the Minister of Health and Sanitation. Its main responsibilities include the auditing of all financial transactions in the Ministry in order to ensure compliance with financial regulations; the review of Central and District Medical stores records to ensure compliance with store rules; the evaluation of internal control measures and the production of regular audit reports.

Directorate of Primary Health Care (PHC) - Primary Health Care is the most extensive programme within the Ministry of Health & Sanitation, extending to District, Chiefdom and Village levels throughout the country. It currently includes Maternal and Child Health, EPI, Food & Nutrition, Health Education, Environmental Health, School Health, Malaria Control, Onchocerciasis control, STI/HIV AIDS, Acute Respiratory Infection, TB/Leprosy, Entomology, Family Planning & Reproductive Health and Disease Prevention & Control. At district level, these programmes are integrated into the functions of District Medical Officers. The Directorate is responsible to the Director General of Medical Services and its main objective is to support and supervise all professional medical activities at the primary level. Its main functions include the establishment of a network of Peripheral Health Units; the identification, training and supervision of community health workers; the enhancement of community participation

in health matters; monitoring and supervision of the essential drugs programme; and standardizing the National Primary Health Care handbook.

Directorate of Nursing - This Directorate is responsible for the planning, administration, monitoring and supervision of nursing and midwifery services throughout the country. It is also responsible for the recruitment of nurses, the promotion of nursing education through the Nurses Board and the management of conflict in the profession. The Directorate is located at Ministry Headquarters with an establishment of three personnel and reports directly to the Director General of Medical Services.

Directorate of Drugs & Medical Supplies - This Directorate is located at Central Medical Stores in New England outside Ministry Headquarters. Its main responsibilities include the acquisition and supply of drugs and medical materials to all Government health institutions in the country and the implementation of the National Drug Policy and the Pharmacy and Drugs Act of 2001. It has an establishment of 79 personnel. The Director of Drugs and Medical Supplies is directly responsible to the Director General of Medical Services as part of the professional wing of the Ministry.

Directorate of Human Resources - This Directorate is located at Ministry Headquarters and provides a central support service to the rest of the Ministry on personnel issues. Its remit covers personnel matters, staff training, the Central File Office, the correspondence and dispatch sections as well as oversight of clerical and ancillary staff working for the Ministry of Health & Sanitation. The Directorate has an approved establishment of 28 staff.

Directorate of Hospital & Laboratory Services - This Directorate is located at Ministry Headquarters and provides services in Government Hospitals and PHUs throughout the country. The objective of the Directorate is to develop and monitor Ministry guidelines and priorities, and health policies and standards, in an effort to improve the range, quality, availability and affordability of secondary and tertiary health care. Its main responsibilities include the analysis of samples for diagnosis and treatment of patients, ensuring access to safe blood when needed, as well as the safety of drugs, food and water consumed by the population.

Directorate of Support Services (Administration) - This Directorate is responsible to the Director General of Management Services. Its main responsibilities include the supervision of the Procurement Unit, Central Medical Stores, Transport Unit, Facilities Maintenance Unit and architectural services within the Ministry of Health & Sanitation as well as providing policy and related administrative support. It is also responsible for the provision of basic logistics to other Directorates and works in concert with the Directorate of Financial Resources in the preparation of the Ministry's budget as well as the disbursement of funds.

Donor/NGO Liaison Unit - This Unit is located at Ministry Headquarters and is directly responsible to the Director General of Medical Services. The Unit serves as a focal point for negotiating and building effective relationships with donors. Its main function is to coordinate the activities of all health non-governmental organizations (NGO) through regular consultative meetings as well as bi-weekly Emergency Task Force meetings that provide a forum for addressing particular issues affecting the health delivery systems. The Unit has a complement of three staff.