



NETWAS Uganda



Performance Improvement through Learning on Sanitation - PILS

A project funded by

Austrian

Development Cooperation

SUMMARY OF ROLES AND RESPONSIBILITIES OF DISTRICT AND SUB-COUNTY TECHNOCRATS AND EXTENSION WORKERS FOR THE PROMOTION OF SANITATION AND HYGIENE

INTRODUCTION

This is a briefing note aimed at all political heads at District and Sub County levels in the Acholi Sub region (Gulu, Kitgum and Pader), as well as the technocrats delivering health services, particularly in the field of hygiene and sanitation promotion. This briefing note contains the key offices/positions in charge of water, sanitation and hygiene services, and outlines the following areas: their purposes, key outputs, functions and competences. The positions included are:

1. The Assistant District Health Officer (Environmental Health)
2. The Principal Health Inspector (PHI) / Senior Environmental Officer (SEO)
3. The Senior Health Inspector (SHI) / Environmental Health Officer (EHO)
4. The Health Inspector (HI)
5. The Health Assistant (HA)
6. District Water Officer(DWO).

BACKGROUND

IRC International Water and Sanitation Centre, Network for Water and Sanitation Uganda (NETWAS) and Caritas Gulu have been implementing in 2009-2012 a two and half year project in Gulu, Kitgum and Pader called Performance Improvement through Learning on Sanitation (PILS). PILS is a District- and Sub-County-based learning and Action-Research initiative aiming for increased performance, innovation and change in rural households' and schools' sanitation and hygiene. This is done through the facilitation of multistakeholder platforms (or learning sessions), action research and capacity building.

During the multistakeholder platforms in the three Districts of Gulu, Kitgum and Pader, it was revealed that there was ambiguity among health workers over what their jobs entailed and, because of this, resource allocations for some officers were not being prioritized. An example concerns the Health assistants in Gulu, who reported that budgets for their work were not prioritized in resource allocation. In Pader District, some health assistants were not working because of lack of resources. This brief is based on key job descriptions and outputs drawn from the Government of Uganda Standing Order and from Job descriptions of the Ministry of Health. It aims at informing and reminding the position holders and all the leaders in charge of resource allocation about what each position entails so that adequate planning & budgeting can be catered for them.



NETWAS Uganda



Performance Improvement through Learning on Sanitation - PILS

A project funded by

Austrian
Development Cooperation

THE POSITIONS

1. Assistant District Health Officer (Environmental Health)

Reports To: District Health Officer

Responsible For: Principal Health Inspector / Senior Health Environmental Officer

(i) Job Purpose:

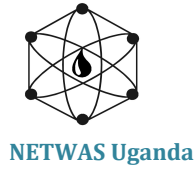
To assist the DHO in ensuring efficient, effective and affordable delivering of Environmental Health Services for the well being of the population of the District and ensure quality assurance in all Health Institutions in the District.

(ii) Key Functions related to Sanitation and Hygiene Promotion:

- Participating in planning, coordinating & budgeting, managing, monitoring and evaluating;
- Environmental Health service delivery programmes in the district;
- Updating Health Management System in the District;
- Managing the implementation of Environmental Health Policies and programmes;
- Producing reports on environmental health programmes;
- Carrying out staff performance appraisal and other Human Resources Management functions;
- Compiling and submitting monitoring and evaluation reports on environmental health programmes;
- Developing and implementing Environmental health Research plans;
- Producing plans and budgets for environmental health services delivery;
- Enforcing adherence to the Professional Code of Conduct and Ethics by staff;
- Providing technical and backup support to the communities in regard to environmental health services; and
- Managing sensitization programmes about Primary Health Care in the communities;

(iii) Key Outputs related to Sanitation and Hygiene Promotion:

- Plan, coordinate and budget activities for Environmental health services carried out;
- Health information management systems updated;
- National Environmental Health policies and programmes interpreted and implemented;
- Reports on Environmental Health programmes produced;
- Staff Performance Appraisal carried out;
- Monitoring and evaluation reports on Environmental Health programmes in the District produced;
- Environmental Health Research Plans developed and implemented;
- Plans and budgets for environmental health services delivery produced;
- Professional and Service Codes of conduct and ethics enforced;
- Technical guidance and support to the communities in regard to environmental health practices provided; and
- Sensitization programmes about Primary Health Care (PHC) in the communities managed;



Performance Improvement through Learning on Sanitation - PILS

A project funded by



(iv) Competences:

- Planning, organization and coordination;
- Coaching & mentoring;
- Accountability;
- Communication;
- Result oriented;
- Time management;
- Information technology;
- Team building;
- Leadership; and
- Report writing.



NETWAS Uganda



Performance Improvement through Learning on Sanitation - PILS

A project funded by

Austrian

Development Cooperation

2. Job Title: Principal Health Inspector / Senior Environmental Officer

Reports To: Assistant District Health Inspector (Environmental Health)

Responsible For: Senior Health Inspector
Environmental Health Officer

(i) Job Purpose:

To manage and promote hygiene and environmental sanitation within the community

(ii) Key Functions related to Sanitation and Hygiene Promotion:

- Participating in disease surveillance and management of Environmental Health activities;
- Accounting for allocated resources;
- Coordinating inspection of homesteads and public premises for hygiene and environmental sanitation;
- Sensitizing the community on Public Health Act, Regulations and By-laws;
- Inspecting refuse collection and disposal sites;
- Carrying out human resource management activities like identifying manpower needs, training, promotion, leave and deployment;
- Initiating and participating in research activities;
- Training and mentoring students and staff;
- Enforcing the Public Health Act, Regulations and Health promotion measures; and
- Managing and accounting for allocated resources.

(iii) Key Outputs related to Sanitation and Hygiene Promotion:

- Environmental health services planned and budgeted for, monitored and evaluated;
- Disease surveillance carried out;
- Allocated resources accounted for;
- Inspection of homesteads and public premises for hygiene and environmental sanitation carried out;
- Community sensitization on Public Health Act, Regulations and By-laws carried out;
- Refuse collection and disposal sites inspected;
- Human Resource Management activities like manpower needs assessment, training, promotion, leave and deployment carried out;
- Research activities initiated and implemented;
- Students and staff trained and mentored; and
- Hygiene and environmental sanitation reports produced and submitted.

(iv) Competences:

- Planning, organization and coordination;
- Coaching and mentoring;
- Concern for quality and standards;
- Accountability;
- Result oriented; and
- Time management.



NETWAS Uganda



Performance Improvement through Learning on Sanitation - PILS

A project funded by

Austrian

Development Cooperation

3. Job Title: Senior Health Inspector / Environmental Health Officer

Reports To: Principal Health Inspector

Responsible For: Health Inspector

(i) Job Purpose:

To promote hygiene and environmental sanitation within the Town Council

(ii) Key Functions related to Sanitation and Hygiene Promotion:

- Inspecting homesteads and public premises for hygiene and environmental sanitation;
- Inspecting refuse collection and disposal sites;
- Sensitizing the community on Public Health Act, Regulations and By-laws;
- Participating in disease surveillance and management of Environmental Health activities;
- Accounting for allocated resources;
- Participating in research activities;
- Identifying, protecting and sustaining water resources;
- Compiling and submitting periodic reports to Senior Environmental Health Officer;
- Enforcing the adherence to Public Health practices;
- Training and mentoring students & staff;
- Planning, budgeting, monitoring and evaluating environmental health services;
- Conducting health education and promotion activities; and
- Conducting staff performance appraisal.

(iii) Key Outputs related to Sanitation and Hygiene Promotion:

- Environmental health services planned and budgeted for;
- Homesteads and public premises inspected for hygiene and environmental sanitation;
- Refuse collection and disposal sites Inspected;
- Community sensitized on Public Health Act, Regulations and By-laws;
- Disease surveillance carried out;
- Environmental health services monitored and evaluated;
- Allocated resources accounted for;
- Students & staff mentored and trained;
- Health education and promotion activities conducted;
- Staff performance appraised;
- Research activities done;
- Water sources identified, protected & sustained; and
- Food sources identified, protected & sustained.

(iv) Competences:

- Planning, organization and coordination;
- Concern for quality and standards;
- Accountability;
- Result oriented; and
- Time management.



NETWAS Uganda



Performance Improvement through Learning on Sanitation - PILS

A project funded by

Austrian

Development Cooperation

4. Job Title: Health Inspector

Reports To: Senior Health Inspector

Responsible For: Health Assistant

(i) Job Purpose:

To promote hygiene and sanitation within the community

(ii) Key Functions related to Sanitation and Hygiene Promotion:

- Carrying out health inspection of domestic, public and commercial premises;
- Supervising refuse collection and disposal;
- Carrying out disease surveillance;
- Sensitizing community on Public Health Preventive measures and Public Health Act, Regulations and By-laws;
- Inspecting Water sources;
- Participating in Research activities;
- Inspecting food premises; and
- Adhering to Professional and service code of conduct and Ethics.

(iii) Key Outputs related to Sanitation and Hygiene Promotion:

- Domestic, public and commercial premises inspection carried out;
- Refuse collection and disposal supervised;
- Disease surveillance carried out;
- Communities sensitized on Public Health Preventive measures and Public Health Act, Regulations and By-laws;
- Water sources inspected;
- Research activities carried out; and
- Food premises inspected.

(iv) Competences:

- Planning, organization and coordination;
- Concern for quality and standards;
- Ethics and integrity;
- Accountability;
- Result oriented; and
- Time management.



NETWAS Uganda



Performance Improvement through Learning on Sanitation - PILS

A project funded by

Austrian

Development Cooperation

5. Job Title: Health Assistant

Reports To: Health Inspector

(i) Job Purpose:

To prevent and control the spread of diseases in the community

(ii) Key Functions related to Sanitation and Hygiene Promotion:

- Participating in Community Based Environmental Health Activities;
- Enforcing Environmental Health Act, Regulations and By-laws;
- Accounting for allocated resources;
- Compiling relevant basic health data and submit to the Health Inspector;
- Liaising with Local Authorities in organizing home improvement competition;
- Planning of allocation of staff, funds and facilities to deliver on expected outputs;
- Enforcement of procedures that promote quality and standard health service delivery;
- Participating in research activities; and
- Compiling and submitting periodic reports.

(iii) Key Outputs related to Sanitation and Hygiene Promotion:

- Community Based Environmental Health Activities implemented;
- Environmental Health Act, Regulations and By-laws enforced;
- Allocated resources accounted for;
- Relevant basic health data compiled and submitted to the Health Inspector;
- Home improvement competitions organized; and
- Research activities carried out.

(iv) Competences:

- Understanding of quality environmental sanitation;
- Able to define and attain targets within set timeframes; and
- Able to appreciate and support change initiatives.
- Able to communicate effectively by giving clear, concise and accurate information; and
- Results oriented with ability to assist the unit achieve its overall objectives.



NETWAS Uganda



Performance Improvement through Learning on Sanitation - PILS

A project funded by

Austrian

Development Cooperation

6. Jobs Title : District Water Officer (DWO)

Reports To: Senior Engineer / water

Responsible For: Assistant Water Officer

(i) Job Purpose:

To provide or support the provision of safe / clean water and adequate sanitation to the communities in the district

(ii) Key Activities related to Sanitation and Hygiene Promotion:

- Collaborating with other technical officers and water providers to ensure equitable and planned distribution of water;
- Supervising the installation of safe and clean water facilities for the purpose of ensuring adequate hygiene to the communities;
- Providing technical advice to the relevant authorities on water and water related issues;
- Planning and ensuring value for contracted water works in the communities; and
- Preparing reports on the status of water and sanitation in the communities.

(iii) Key Outputs related to Sanitation and Hygiene Promotion:

- Collaborative efforts with technical officers undertaken;
- Installation of water facilities supervised;
- Planning done;
- Inspection carried out; and
- Reports prepared.

(iv) Competences:

- Skills in designing of water schemes;
- Contract management skills; and
- Negotiation, mobilization and inter personal relationships skills.