



OFFICE OF THE PERMANENT SECRETARY

MINISTRY OF ESTABLISHMENTS AND TRAINING

OYO STATE OF NIGERIA

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Annex I

ED3/653/T2/79

Our Ref. No.

Your Ref. No.

15th December, 2014

Date

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The Secretary to the State Government,
The Head of Service,
Honourable Commissioners,
Chairmen of Commissions and Boards
Permanent Secretaries,
Heads of Non-Ministerial Departments.

ADOPTION OF SCHEME OF SERVICE FOR HOSPITAL SECRETARY AND HOSPITAL ADMINISTRATOR CADRES

I wish to inform you that the State Government has graciously approved new Scheme of Service for Hospital Secretary and Hospital Administrator cadre. The Scheme of Service which takes immediate effects is herewith attached for guidance.

2. Hospital Administrators cadre is structured on salary grade levels 08 - 16 while the Hospital Secretary cadre (a sub-officer cadre) is structured on salary grade level 06 - 14.
3. The approval was granted with the proviso that Head of this cadre should operate from any of the State Hospitals and not from the Secretariat. This is to allow such Head to perform his/her primary assignment in the hospitals while providing necessary leadership to his/her subordinate in the cadre.
4. Any point of doubt in the interpretation of this circular letter should be referred to the Ministry of Establishments and Training for clarification.

O. A. Oni Hassan (Mrs.)

Ag. Permanent Secretary

For: Honourable Commissioner



OFFICE OF THE PERMANENT SECRETARY
MINISTRY OF ESTABLISHMENTS AND TRAINING
OYO STATE OF NIGERIA

P.M.B. 5001, Secretariat, Ibadan,
E-mail: metoysg@gmail.com

Our Ref: No. ED.3/652/T²/121

Your Ref: No.

27th February, 2015

The Secretary to the State Government,
The Head of Service,
Honourable Commissioner,
Chairmen of Commissions and Boards,
Permanent Secretaries,
Heads of Non-Ministerial Departments.

Handwritten notes and signatures:
D(CAS)
PS
No. 103/15
10/3/15
10/3/15

ADOPTION OF SCHEME OF SERVICE FOR HOSPITAL
SECRETARY AND HOSPITAL ADMINISTRATORS

I wish to refer to my circular letter No. ED.3/653/T2/79 of 15th December, 2014 on the above and state that Government has approved the review of entry qualification to Hospital Administrator Cadre as in the attached Scheme of Service.

2. Let me reinstate that, the approval was granted with the proviso that Head of this cadre should operate from any of the State Hospitals in line with the dictates of the Scheme of Service.
3. Any point of doubt in the interpretation of this circular letter should be referred to the Ministry of Establishments and Training for clarification.

Signature of O. C. Oni-Hassan

O. C. Oni-Hassan (Mrs.),
Permanent Secretary,
For: Honourable Commissioner.

HOSPITAL SECRETARY CADRE

Junior:
 Hospital Secretary
 Junior Hospital Secretary
 Principal Hospital Secretary
 Senior Hospital Secretary
 Chief Hospital Secretary
 Senior Hospital Secretary

Grade Level 07
 Grade Level 08
 Grade Level 09
 Grade II, Grade Level 10
 Grade I, Grade Level 12
 Grade Level 13
 Grade Level 14

UTIES:

Hospital Secretary, Grade Level 07

- 1.1 Assisting in carrying out the administrative duties of the hospital.
- 1.2 Handling, under supervision, routing correspondence on subjects within his schedule of duties and application of the Hospital Administration Law, Civil Service Rules, Health Service Commission Regulations, Circulars, etc. in treating matters in any of the fields of personnel management.
- 1.3 Assisting in covering meetings of Hospital Management Committees and keeping records of the deliberations.

Higher Hospital Secretary, Grade Level 08

Performing the duties of a Hospital Secretary at a higher level of responsibility.

- 2 Supervising the work of junior officers in the Hospital Secretariat.
- 3 Taking charge of specified subject (s) within a Unit of a department.
- 4 Performing other related duties that may be assigned.

Senior Hospital Secretary, Grade Level 09

- 1 Performing the duties of a Higher Hospital Secretary at a higher level of responsibility.
- 2 Taking charge of specified subject (s) or assignment(s) requiring little or no supervision within a Unit of a department.
- 3 Supervising the work of a number of officers in a unit.
- 4 Performing other related duties that may be assigned.

Principal Hospital Secretary, Grade II, Grade Level 10

- 1 Performing the duties of a Senior Hospital Secretary at a higher level of responsibility.
- 2 Taking charge of specified Secretariat assignment or subject within a hospital.
- 3 Assisting in the establishment and maintenance of accurate staff information system.
- 4 Assisting the Head of a section in the supervision and deployment of junior staff.
- 5 Performing other related duties that may be assigned.

Principal Hospital Secretary, I, Grade Level 12

- 2.5.1 Performing the duties of a Principal Hospital Secretary, Grade II at a higher level of responsibility.
- 2.5.2 Assisting in the supervision of define function in the Secretariat of a very large hospital, a Reference Hospital or Specialist Hospital.
- 2.5.3 Assisting in the planning, execution and supervision of specific programmes.
- 2.5.4 Assisting in the collection and collation of data for the preparation of hospital manpower budget.

Assistant Chief Hospital Secretary, Grade Level 13

- 2.6.1 Performing the duties of a Principal Hospital Secretary, Grade-I at a higher level of responsibility.
- 2.6.2 Assisting in the administration of the Secretariat of a Hospital.
- 2.6.3 Supervising the execution of specific programmes in the hospital.
- 2.6.4 Performing other related duties that may be assigned.

Chief Hospital Secretary, Grade Level 14

- 2.7.1 Supervising and coordinating the activities of a number of junior staff.
- 2.7.2 Assisting in the training programmes of staff.
- 2.7.3 Taking charge of specific programmes of the Secretariat in a Hospital.
- 2.7.4 Assisting in formulating and executing policies relating to Hospital Administration.
- 2.7.5 Performing other related duties that may be assigned.

METHODS OF ENTRY AND ADVANCEMENT WITHIN THE CADRE

Note- All promotions/transfer are subject to vacancy and satisfactory service records.

1. Hospital Secretary, Grade Level 07

- 3.1.1 By direct appointment of a candidate possessing the following qualification:

- 3.1.1.1 Professional Diploma in Hospital Administration

2. Higher Hospital Secretary, Grade Level 08

- 3.2.1 By promotion of a confirmed and suitable Hospital Secretary who has spent at least three years on the grade.
- 3.2.2 By direct appointment of candidates possessing any of the qualification specified in sub-paragraph 3.1.1 above plus at least six years post-qualification cognate experience.

Senior Hospital Secretary Grade Level 09

- 3.3.1 By promotion of a confirmed and suitable Higher Hospital Secretary who has spent at least three years on the grade.
- 3.3.2 By direct appointment of candidate possessing any of the qualifications specified in sub-paragraph 3.1.1 above plus at least six years post qualification cognate experience.

Hospital Secretary, Grade II, Grade Level 10
By promotion of a confirmed and suitable Senior Hospital Secretary who has spent at least three years on the grade.

By direct appointment of a candidate possessing any of the qualifications specified in 3.1.1 above plus at least eight years' post-qualification cognate experience.

Principal Hospital Secretary, Grade I, Grade Level 12

By promotion of a confirmed and suitable Principal Hospital Secretary, Grade II who has spent at least three years on the grade.

Assistant Chief Hospital Secretary, Grade Level 13

By promotion of a suitable Principal Hospital Secretary, Grade I who has spent at least three years on the grade.

Hospital Secretary, Grade Level 14

By promotion of a suitable Assistant Chief Hospital Secretary who has spent at least three years on the grade.

PROMOTION BEYOND THE CADRE

Any officer in the Hospital Secretary cadre who acquires any of the qualifications specified in 3.1.1 above and is appointed to any higher grade will be eligible for promotion/transfer to the grade.

SERVICE FOR HOSPITAL ADMINISTRATOR CADRE

POSTS AND SALARIES

Hospital Administrator, Grade II	Grade Level 08
Hospital Administrator, Grade I	Grade Level 09
Senior Hospital Administrator	Grade Level 10
Principal Hospital Administrator	Grade Level 12
Assist. Chief Hospital Administrator	Grade Level 13
Chief Hospital Administrator	Grade Level 14
Assistant Director	Grade Level 15
Director	Grade Level 16

1. Administrator Grade II, Grade Level 08

Performing the following functions under supervision:
Assisting in carrying out the administrative duties in the hospital
Making submissions and preparing draft letters on specific matters
Covering meetings of Hospital Management Committees and keeping records of the deliberation.

2. Administrator Grade I, Grade Level 09

Performing specific functions in hospital administration
Keeping staff records and statistics
Executing the hospital administration law.

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Chief Administrator, Grade Level 10
Executing the hospital administration law
Assisting in making reports
Supervising the work of a number of subordinate officers.

Chief Hospital Administrator, Grade Level 12

- Preparing annual estimates of revenue and expenditure of a hospital
- Performing personnel, financial and general hospital administrative duties.
- 3 Collating statutory and periodic hospital reports
- 4.4 Serving as liaison and channel of communication between the hospital and zonal Health Board
- 2.4.5 Co-ordinating the activities of a number of junior officers.

Asst. Chief Hospital Administrator, Grade Level 13

- 2.5.1 Taking charge of the secretariat of a larger hospital
- 2.5.2 Taking responsibility for such duties as:
 - 2.5.2.1 Training of non clinical staff
 - 2.5.2.2 Hospital project analysis
 - 2.5.2.3 Hospital investment management
 - 2.5.2.4 Management Services
 - 2.5.2.5 Assisting in the formulation and review of hospital policies.

Chief Hospital Administrator, Grade Level 14

- 1.6.1 Performing the duties of an Asst. Chief Hospital Administrator at a higher level of responsibility.
- 1.6.2 Taking charge of the secretariat of a very large hospital, a Reference hospital or Specialist hospital.

Assistant Director, Grade Level 15

- 7.1 Performing the duties of a Chief Hospital Administrator at a higher level of responsibility.
- 7.2 Taking charge of the administration of the secretariat of a very large Reference or Specialist Hospital
- 7.3 Taking charge/coordinating Administrative duties in specific hospital activities
- 7.4 Taking charge and coordinating the training programmes of staff
- 7.5 Assisting in the designing hospital performance indicators
- 7.6 Advising on General hospital administration

Director Grade Level 16

- 1. Taking charge of the Administration of the secretariat of a very large Reference or Specialist Hospital
- 2. Taking charge/coordinating activities in specific hospital subjects
- 3. Assisting in the designing hospital performance indicators
- 4. Advising on general hospital administration
- 5. Taking responsibility for hospital administrative development planning

ENTRY AND ADVANCEMENT WITHIN THE CADRE

All promotion and transfers are subject to vacancy and satisfactory service records.

3.1 Hospital Administrator II, Grade Level 08

By direct appointment of a candidate possessing a degree in Hospital Administration or Health Service Administration/Management.

- 2 Any of the disciplines of Social Sciences or Humanities with a Post Graduate Diploma in Health or Hospital Administration/Management.

3.2 Hospital Administrator I, Grade Level 09

- 2.1 By promotion of a confirmed Hospital Administrator II who has spent three years on the grade.

- 2.2 By direct appointment of a candidate possessing any of the qualifications in 3.1.1 above plus at least three years post qualification cognate experience.

- 3.2.3 By direct appointment of a candidate possession a Master's degree in any of the disciplines specified in 3.1.1 above plus at least one year post qualification cognate experience.

Senior Hospital Administrator, Grade Level 10

- 3.3.1 By promotion of a confirmed Hospital Administrator Grade I who has spent at least three years on the grade.

- 3.3.2 By direct appointment of a candidate possessing any of the qualifications specified in 3.1.1 above plus at least six years post qualification cognate experience.

- 3.3.3 By direct appointment of a candidate possession a Master degree in any of the disciplines specified in 3.1.1 above plus at least four years post qualification cognate experience.

- 3.3.4 By direct appointment of a candidate possession a Doctor degree in any of the disciplines specified in 3.1.1 above plus at least one year post qualification cognate experience.

Principal Hospital Administrator, Grade Level 12

- 3.4.1 By promotion of a confirmed and suitable Senior Hospital Administrator who has spent at least three years on the grade.

Assistant Chief Hospital Administrator, Grade Level 13

- 3.5.1 By promotion of a confirmed and suitable Principal Hospital Administrator who has spent at least three years on the grade and attended a course in either Hospital Budgeting and Staff Inspection, Pension Administration etc.

Chief Hospital Administrator, Grade Level 14

- 3.6.1 By promotion of a confirmed and suitable Assistant Chief Hospital Administrator who has spent at least three years on the grade and successfully completed a prescribed course.

Assistant Director, Grade Level 15

- 3.7.1 By promotion of a confirmed and suitable Assistant Chief Hospital Administrator who has spent at least three years on the grade.

Director Grade Level 16

- 8.1 By promotion of a confirmed and suitable Assistant Director who has spent at least four years on the grade.

Direct appointment to posts in Grade Level 12 and above.

- 9.1 Direct appointment may also be made to posts in Grade Level 12 and above, but these would be prescribed by the specific advertisement at the instance of the user Ministry/ Department. Promotions from such direct appointments to higher grades are subject to confirmation of appointment.