



Ministry of Health

Ref.: ០៧៥ គូស ៧៧

Kingdom of Cambodia
Nation Religion King
្រ្រ្រ

Phnom Penh, March 12, 2001

Directive
on
Procedures for Appointment of Health Civil Servants

The Ministry of Health has previously observed that all provincial-municipal health departments has well carried out promotion power and duty revision for their subordinate civil servants, based on letter No. 1210 គូស.កីប័តី, dated July 12, 1994 and circular No. 190 គូស.កីប័តី, dated December 13, 1994, of the Health Ministry. However, from now on to be in compliance with circular No. 02 គូសវណ្ណ៧៧, dated March 15, 1999 and circular No. 10 គូសវណ្ណ៧៧, dated June 28, 1999, of the Royal Government on procedures for appointment of civil servants, the Ministry of Health would like to instruct all provincial-municipal health departments as follows:

1. Appointment Power and Competence:

- A. Functions and positions of civil servants to be appointed by Prakas of Ministry of Health include:
 - Heads-deputy heads of operational district health offices and equivalents
 - Heads-deputy heads of offices within departments
- B. Functions and positions of civil servants to be appointed by decisions of Ministry of Health
 - Heads-deputy heads of health posts
 - Heads-deputy heads of health centers
 - Deputy heads of referral hospitals
- C. Functions and positions of civil servants to be appointed by assignment letters of operational district offices include:
 - Heads-deputy heads of units within referral hospitals
 - Heads-deputy heads of units within operational district offices
 - Heads-deputy heads of units within health centers and posts

2. Appointment Procedures:

- The appointment of civil servants stated in point 1 shall be done in conformity with the organizational chart and structure of the unit.
- With regard to the appointment of civil servants stipulated in 1A, provincial-municipal health departments shall raise proposals to the ministry in an administrative hierarchy, enclosing applications as in the appendix attached to the directive.

- With respect to the appointment of civil servants stated in 1B and 1C, the unit of the concerned persons shall also raise proposals to appointment-competent levels in a hierarchy.
 - Qualifications of the concerned persons to be proposed for appointment:
 - Have specialized certificates suitable for proposed positions
 - Have achievements and successive related work experience
 - Have had performed duties and gained trust from higher levels and support from lower levels, and have taken responsibility
 - Have a good morality of communicating with higher and lower levels and be a good example on all areas of social conduct
3. In respect of civil servants with functions and positions as stated in 1A and really holding the positions within the organizational chart and structure of provincial-municipal health departments, the provincial-municipal health departments shall raise proposals to the Ministry of Health for examination and decision-making.

Having received the directive, all provincial-municipal health departments shall try to carry out the directive with responsibility and high effectiveness.

Cc:
Secretariat of Public Service

Secretary of State
(Signed and stamped)

Dr. Ung Phirun