

The function of the Section of Public Health Administration is to assist and advise in all matters concerning technical aspects of health organization and administration of public health services.

Duties and Responsibilities:

1. To visit countries and areas, whenever necessary, for the purpose of participating in surveys concerning Public Health Administration problems, and assisting in the preparation of programs and plans of operation.

2. To advise and orient the field offices and field programs in health organization and health administration techniques and to assist the field office personnel with public health administration problems through field visits.

3. To assist the Regional Advisors in the integration of the individual programs into the overall public health programs in the specific area.

4. To assist the Chief of the Division of Public Health with matters related to health administration and organization techniques in the coordination of the health programs in which the Bureau participates.

Needs:

Although there are no specific funds in the Bureau's budget for public health administration programs, funds from other sources are available. These funds are intended for not only surveying areas wherein Health Demonstration programs will be organized, but also for assisting and advising in the planning and implementation of these programs.

In 1952, according to the requests already made, it is expected that such programs will be in operation in the following six countries: El Salvador, Chile, Colombia, Haiti, Venezuela and Peru.

The work load involved in coordination of these programs, as well as the duties mentioned above, require the services of a full-time specialist in the field of public health administration in order to relieve and assist the Chief of the Division in these matters.

Provision has been made in this budget for salary and personal allowances for the specialist and a secretary as well as for travel and transportation to field offices and countries where it is expected that Health Demonstration areas will be in operation in 1952.