



PERFORMANCE MANAGEMENT AND APPRAISAL SYSTEM - GOVERNMENT OF
JAMAICA
MINISTRY OF HEALTH

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE: Communication Officer/Research Writer

JOB GRADE: MCG/IE 3

DEPARTMENT: Health Promotion and Protection

REPORTS TO:

MANAGES:

This document is validated as an accurate and true description of the job as signified below

Employee

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date created/revised

JOB PURPOSE

Under the general direction of the Director, Health Promotion and Education, the incumbent has specific responsibility for preparation, research and distribution of health promotion/education materials.

KEY OUTPUT

1. Posters, leaflets prepared
2. Research conducted
3. Articles prepared
4. Exhibits mounted
5. Agency personnel trained

KEY RESPONSIBILITY AREAS

1. Prepares health promotion/education materials e.g. posters leaflets etc. by researching data, using the library, contacting appropriate specialists and developing contacts in specific fields such as family life, family planning and school health.
2. Collaborates with the Health Promotion Officer in determining priority areas for research relating to the promotion of healthier lifestyles. Conducts research as required.
3. Provides consultation in selection and development of visual aids.
4. Assists in the evaluation of the health promotion / education materials by preparing and analyzing data.
5. Prepares articles for publication in the Public Health Magazine and other mass media in keeping with his/her special areas.
6. Prepares themes and contents for exhibits and posters in respect of areas of specialization.
7. Assists in conducting training for outside agencies in communications principles and techniques.
8. Consults with the Librarian, regarding what books should be purchased in order to ensure that the library is kept up-to-date with books needed by the Senior Health Promotions Officers.

9. Ensures that the distribution area works effectively by making sure that stock of posters, pamphlets and other health promotion materials are adequate to meet expected demand.
10. Ensures that stocks of health promotion materials and equipment are securely locked away at nights and that adequate security is provided for the distribution area.
11. Assists the Health Promotion Officers in implementing health promotion activities, as required.
12. Performs other related duties as assigned by the Director Health Promotion and Education.

PERFORMANCE STANDARDS

1. There are always adequate supplies of posters, pamphlets and other promotional materials to meet projected demand.
2. Objectives are consistently achieved.
3. Exhibits planned, researched and mounted / executed.
4. Health messages are clear, concise and communicate healthier lifestyles.
5. Timely submission of articles to the Public Health Magazine.

REQUIRED COMPETENCES

Functional / Technical		Level s
Good Pres	Presentation skills	
	Time management skills	
	Knowledge of National Health policy	
	Knowledge of Ministry of Health Policies	
	Working knowledge of research methodology and techniques	
	Knowledge of the impact of the cultural, social political environment on health	

Core Competences	Level s
Excellent oral communication skills	
Excellent written communication skills	
Good human relations and interpersonal skills	
Strong organization and planning skills	
Ability to act an own initiative	

REPORTING RELATIONSHIPS

Supervision received from	Director, Health promotion and Education
Supervision given to directly	none
Supervision given to Indirectly	none
Liaise with Internally	Librarian, Health Promotion Officer, Programme Officer.
Liaise with Externally	Private Sector Entities, Media Houses, Community Organizations/Groups, Members of the Public

MINIMUM EDUCATION AND EXPERIENCE REQUIRED

- Bachelor Degree in Mass Communications, Arts, social Sciences or equivalent
- At least three (3) years ^{plus} working experience in a related field
- Any equivalent combination of education and experience ^{or}

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Numerous critical deadlines

AUTHORITY

- To design posters, pamphlets and other health promotion/education materials

- To prepare papers for publication in health magazines, news papers and other publications.