



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

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE:	Biostatistician, Monitoring &
JOB GRADE:	Evaluation SOG/ST 6
DEPARTMENT:	Monitoring & Evaluation Unit
REPORTS TO:	Director, Monitoring & Evaluation Unit
MANAGES:	Data Entry Clerk

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

To conducting bio-statistical analyses of Health and relevant data collected Health Status Monitoring and Evaluation activities.

KEY OUTPUTS

1. In-service training programmes for relevant staff in Biostatistics, data analysis and data visualization.
2. Biostatistical analysis of Health data ,and preparation of dashboards and reports .
3. Technical advise provided concerning Health Status Monitoring , Analysis and Evaluation .
4. Health Indicator trends and models for forecasting to guide action.
5. Protocols and guides for the management and analysis of Health data prepared and the training of field , Regional and National staff of the use of these resource materials.

KEY RESPONSIBILITY AREAS

1. Provides technical advice concerning monitoring and evaluation information systems and conducts the statistical analysis of data.
2. Provides advice concerning research methodology and statistical analysis of data sets
3. Conducts training in bio-statistics, data analysis and data visualization.
4. Collaborates with national and international agencies involved in monitoring and evaluation.
5. Evaluates the quality of data sets and advises on how the data may be improved.
6. Designs and reviews instruments used for the collection of data for monitoring and evaluation activities.
7. Performs any other related duties that may be assigned from time to time

PERFORMANCE STANDARDS

The job is satisfactorily performed when:

- Stipulated deadlines are consistently achieved
- Confidentiality of information obtained on the job is preserved
- Accuracy of data is maintained
- Objectives are achieved.

REQUIRED COMPETENCIES

Functional/Technical Competencies	Levels
Familiarity with use of computer programmes for statistical analysis	
Ability to work with details	
In-depth knowledge of research methodology.	
Knowledge of statistical techniques.	
Ability to analyse and interpret statistical data	

Core Competencies	Levels
Excellent oral communication	
Excellent written communication skills	
Effective leadership skills	
Excellent analytical thinking skills	
People management skills	
Problem solving and decision making	
Initiative	
Compliance	
Interpersonal skills	

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- A Master Degree in Bio Statistics, Epidemiology , Public Health, Health Economics, Demography or Statistics.
- Five (5) years' experience in Bio Medical or Statistical Analysis
- Any equivalent combination of Education and experience.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Typical working environment, no adverse working conditions

AUTHORITY

- To review and recommend changes to research protocols