



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

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE: Director, Nutrition
JOB GRADE: GMG/SEG 3
DEPARTMENT: Health Promotion and Protection
REPORTS TO: Director, Health Promotion and Protection
MANAGES: Programme Development Officer Nutrition,
Secretary

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 plan direct and coordinate the nutrition programmes of the Ministry of Health in order to achieve and maintain appropriate nutritional levels in the nation.

KEY OUTPUTS

1. Operational Plan and budget prepared
2. Technical Advice
3. Policy recommendations document and prepared

KEY RESPONSIBILITIES

Management and Administrative

1. Provides leadership in the formulation and implementation of National food and Nutrition Policies and Strategies
2. Prepares and manages the operational plan and budget for the Nutrition Unit
3. Presents the government's position on nutritional matters at local, regional and international conferences
4. Advises the Chief Medical Officer, the Director, Health Promotion and Protection and other Senior Ministry of Health planners on all matters concerning food and nutrition.
5. Participates in the Quarterly and Annual Performance Review, to assess the achievement of the Technical Services Division
6. Establishes and maintains beneficial relationships with the National Nutrition Coordinating Committee of Jamaica, the Bureau of Standards, the Caribbean Food and Nutrition Institute and other related agencies to develop coordinated approaches to the solution of nutritional problems
7. Prepares and submits performance and other reports within agreed timeframes

Technical

8. Proposes nutrition objectives and priorities and guides the

implementation of such objectives in relation to other objectives and development goals of the Ministry of Health

Health

9. Develops national strategies and measures relevant to the reduction of malnutrition and nutrition related diseases including obesity, plans nutrition intervention programmes where required.
10. Guides the Regional Health Authorities, other Ministries and agencies in the development and implementation and appraisal of nutrition programmes.
11. Ensures a coordinated and standardized approach to the implementation of such programmes.
12. Plans and conducts nutritional research projects to inform policy decisions and programmes on healthy eating habits and healthy lifestyles
13. Collaborates with the Director, Health Promotion and Education in developing National Programmes to promote healthy eating habits and lifestyles
14. Establishes monitoring systems for the assessment of the nutritional status of the nation in conjunction with National Nutrition Coordinating Committee and the Department of Statistics.
15. Analyses nutritional data to determine and prepares reports on nutritional status and trends of the population.
16. Collaborates with the Standards and Regulation Division in the development and monitoring of standards and quality assurance processes for nutritional services in the public health system
17. Collaborates with the Bureau of Standards to enforce the inclusion of adequate nutritional information on labels of processed foods
18. Computes data for the nutrition report of the annual Economic and Social Survey
19. Stimulates the development of new trends in the approach to nutrition programmes and practices and stimulate and promote opportunities for professional growth and development of nutritionists in the public health sector
20. Prepares notes and briefs on nutritional matters for inclusion in

speeches to be made by the Minister of Health, Permanent Secretary, and Chief Medical Officer

Human Resource Management

21. Provides leadership and guidance to direct reports through effective planning, delegation mentoring and communication.
22. Monitors and evaluates the performance of staff, prepares performance appraisals and recommends corrective action where necessary to improve performance
23. Ensures that staff is aware of and adhere to the policies, procedures and regulations of the Division and the Ministry
24. Ensures that staff assignments and performance measures are clearly defined and communicated to staff

Other

25. Performs any other related duties as assigned by the Director, Health Promotion and Protection

PERFORMANCE STANDARDS

1. Advice given is technically sound
2. Reports are accurate and delivered within agreed timeframes
3. Norms and Standards are developed for nutritional services in the public sector
4. Systems are developed and implemented for monitoring nutritional status and trends.

REQUIRED COMPETENCIES

Functional/Technical Competences	Level
Ability to establish and maintain professional standards and maintain satisfactory working relationships	
In-depth knowledge of new development and trends in nutrition	
In-depth knowledge of the impact of local socio-economic factors and their impact on nutrition and health	

Core Competencies	Level
Good human relations and interpersonal skills	3
Good oral communications skills	3
Good planning and organizing skills	3
Excellent leadership skills	3
Good written communications skills	3
Good teamwork and cooperation	3
Good problem solving and decision making	3
Integrity	3
Social skills	3

MINIMUM REQUIRED QUALIFICATIONS AND EXPERIENCES

- Masters Degree in Nutrition
- Bachelors Degree in a Health Related Science
- Be registered with the Council of Professions Supplementary to Medicine - Plus
- Nine (9) years progressive working experience in the field of nutrition, with at least five (5) years being at the managerial level

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Typical office environment, no adverse working conditions

AUTHORITY

- To represent local, regional and international conferences on nutrition
- To recommend disciplinary actions in keeping with human resource policies and procedures.