



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

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE:	Director, Manpower Planning and Development
GRADE:	GMG/SEG 3
DEPARTMENT:	Human Resource Management and Corporate Services
REPORT TO:	Director, Human Resource Management and Development
MANAGES:	Manpower Planner GMG/SEG 2 Curriculum Development Specialist GMG/SEG 3 Training and Development Officer GMG/SEG 1 Training and Development Officer RN 4 Secretary OPS/SS2

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 ensure that Policies and Procedures are developed and implemented in keeping with the Strategic and Operational Human Resource goals of the Health Sector.

KEY OUTPUTS

1. Strategic Human Resource Policies and Procedures developed
2. Annual operational plans developed and implemented
3. Policies, goals and objectives for critical priority areas of human resource management in the health care sector established
4. Strategies to address the problem of supply and retention of personnel in the health services nationally, developed and implemented
5. A comprehensive database of the required cadre of professional, technical and senior administrative staff necessary for the functioning of the Ministry of Health and its agencies including the four (4) Regional Authorities developed and maintained
6. Efficient and competent staff managed

KEY RESPONSIBILITY AREAS

Managerial/Administrative

1. Develops and implements annual operational plans based on the Strategic Human Resource Plan.
2. Develops annual budget and ensures that expenditure is kept within budget.
3. Monitors activities of Training Schools.

Technical/Professional Responsibilities

1. Develops a ten year Strategic Human Resource Development Plan for the health sector, which is consistent with the policy objectives of the Ministry of Health and established staffing and productivity norms and standards for indicated levels of service.

2. Ensures the development of criteria for cadre complements and for career mobility for each category of health worker.
3. Collaborates with the Manpower Planner in the ongoing assessment of the adequacy of the numbers, categories and levels of health sector personnel and in the development of a strategic Manpower Plan based on the projected needs of national health sector.
4. Conducts studies/research to determine reasons for attrition of personnel within the public health sector.
5. Determines, in conjunction with Regional Technical Directors and Directors, Human Resource Management and Industrial Relations, the existing provisions for cadres of staff for each professional and administrative group as a whole and within specific regions and hospitals.
6. Keeps abreast of quantitative changes contemplated for staffing within the regions in response to demographic and epidemiological trends.
7. Establishes appropriate structure and approach to conduct exit interviews, particularly in areas of high attrition.
8. Liaises with technical staff in head office and regions to spearhead systematic use of exit interviews where deemed appropriate.
9. Liaises with technical staff, particularly those with knowledge of specific programmes and with professional associations to carry out aspects of analysis of data.
10. Checks the Human Resource Plan Staffing Profiles to detect turnover of staff due to retirement and assesses and projects human resource needs particularly with respect to professional technical skill areas.
11. Collects and analyses data on attrition for groups, subgroups at the hospital, regional and national levels to project staffing needs within the public health sector and consequently training needs.
12. Maintains comprehensive and detailed information on existing training institutions, courses offered at various levels, qualifications, rates of induction and length of courses so that good estimates can be made of expected supply in various areas/groups.

13. Compares projected needs in terms of cadre, with supply emerging from training and takes into account attrition to determine the areas of serious shortfall.
14. Ensures that an organized retention programme is implemented to reduce the attrition rate of qualified professionals, and analyses and reports on the effectiveness of the programme.
15. Participates in the development and/or identification of career paths for professional, technical and administrative groups.
16. Advises on the areas of critical shortfall which should indicate priorities for the Ministry's training plan and the numbers and levels at which training is required.
17. Collaborates with the Training and Development Officers to implement policies and procedures for training of staff, particularly in respect of international agreements and effectively responds to international offers by providing a central point for determining professional and technical training and development needs.
18. Facilitates the circulation of training opportunities and the requisite selection processes.
19. Provides guidelines and information on in-service training programmes to the agencies and Regional Health Authorities
20. Reviews proposals, faculty and facilities for the training of health personnel to ensure adequacy, appropriateness and relevance.
21. Participates in the determination of programmes to be supported by the Ministry of Health and the extent of financial support.
22. Participates in the bonding policy and process for students benefiting from scholarship programmes channelled through Ministry of Health.
23. Participates in the development of broad human resource management policies and strategies including aspects related to compensation.
24. Liaises with Regional Authorities/Directors and Senior Technical Officers to arrive at the appropriate guidelines for reviewing at intervals, education and training programmes, curricula and facilities for training of health care personnel to ensure adequacy.

25. Defines policies for financing health sector training, including sponsorship from the private sector and student cost sharing.
26. Develops plans, programmes, and mechanisms to facilitate personnel wishing to re-enter the health care sector.
27. Represents the organization regionally and internationally at seminars and conventions.
28. Participates in the selection of students for the award of scholarships.

Human Resource Responsibilities

1. Manages the welfare and development of direct report through the preparation of performance appraisals and recommendations of required training and development programmes.
2. Provides leadership to staff through effective objective setting, delegation and communication.
3. Supports the development of staff.
4. Provides guidance to staff through coaching, mentoring and training, and assists with financial support as needed.
5. Ensures that the staff is aware of and adheres to policies procedures and regulations of the Divisions and Ministry.

Other Responsibilities

Performs any other related duties as assigned by the Director, Human Resource Management and Development

PERFORMANCE STANDARDS

1. Operational and Strategic Human Resource Development Plans developed and implemented.
2. Effective plans and strategies developed and implemented to stem the attrition of personnel from the health services sector.
3. Appropriate Human Resource Information System developed and operated.

4. Human Resource Development policies and procedures developed and disseminated.
5. Manpower plans for career mobility prepared.
6. External funding sourced and secured for priority training

REQUIRED COMPETENCIES

Functional/Technical Competencies
Knowledge of Human Resource Management policies and practices
Strategic Vision
Analytical and problem solving skills
knowledge of Human Resource Management Principles and Practices
knowledge of Government Staff Orders and Establishment Acts
Budget projection and preparation skills
Forecasting skills

Core Competencies	levels
Oral Communication	3
Written Communication	3
Team work and Cooperation	3
Impact and influence	3
Leadership	3
Problem solving and decision making	3
Managing partners	3
People Management	1
Technical skills	3

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Bachelor’s degree in Social Science with Post Graduate qualifications in Human Resource Management
- Short courses in specialized areas such as Succession Planning - plus;
- A minimum of seven (5) years experience in Human Resource Management of which three (2) should be at the managerial level - or;
- Any equivalent combination of education and experience

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Numerous critical deadlines
- Irregular working hours

AUTHORITY

- Approve expenditure for training within budgeted limits.
- Review the manpower requirements for the health sector.
- Recommend policies for Human Resource Planning and development.