



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

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**JOB DESCRIPTION AND SPECIFICATION**

**JOB TITLE:** Surveillance Officer  
**JOB GRADE:** SOG / ST 6  
**DEPARTMENT:** Health Promotion and Protection  
**REPORTS TO:** Medical Surveillance Officer  
**MANAGES:** N/A

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**

In collaboration with the Medical Surveillance Officer, collect, collate, tabulate, prepare and analyse information received from the parishes/regions relating to surveillance. Coordinate and monitor some communicable diseases and health events.

## **KEY OUTPUTS**

1. Timely submission of reports.
2. Investigation of outbreaks carried out.
3. Field surveillance data monitored and verified.
4. Collation and analyse of surveillance data submitted.
5. Laboratory surveillance conducted.
6. Manuals prepared.
7. Results disseminated from CAREC.
8. Surveillance training planned and implemented
9. Samples packed and shipped
10. Surveillance training planned and implemented.
11. Surveillance bulletin prepared
12. Surveys carried out.

## **KEY RESPONSIBILITY AREAS**

1. Assists the Medical Surveillance Officer in the collation, assessment, verification, standardization and analysis of data relative to selected aspects of disease surveillance and control throughout the country.
2. Prepare graphic presentations and written reports of data received.
3. Participates in research and investigations of outbreak of diseases or increased occurrences of health conditions of national and international interest
4. Monitors trends and undertake comparative analysis of surveillance data. Follow - up on investigation reports received from the field, as required.
5. Conducts field investigation to verify and validate surveillance data received, as required.

6. Assists in the development and field testing of up-to-date surveillance systems.
7. Prepare routine reports on selected aspects of epidemiological control and surveillance including weekly surveillance bulletins and annual reports.
8. Assists in the preparation of protocols, procedures manuals and other documents relative to epidemiological surveillance.
9. Liaises with public and private agencies in monitoring of health conditions within the framework of the national epidemiological surveillance policies and system.
10. Provides support to the National Disaster Management Team as required.
11. Assist in preparation of special reports for national, regional and international agencies.
12. Participates in training and orientation of field staff and students in disease surveillance.
13. Prepares and ship biomedical samples/specimen to National and Reference Laboratories for testing, as required.
14. Attends and participates in weekly and monthly extended surveillance meeting.
15. Participates in special surveys, as required.
16. Coordinates and monitors EPI diseases, Maternal Deaths, and Rheumatic Fever and Rheumatic Heart Disease programmes.
17. Conducts weekly laboratory surveillance and inform the field on results.
18. Prepares and assists with surveillance training.
19. Prepares and disseminates results received from CAREC on EPI diseases
20. Performs any other related duties as assigned by the Medical Surveillance Officer.

## **PERFORMANCE STANDARDS**

1. Monthly report prepared and submitted one week after the end of preceding month.
2. Weekly collation and review of reports.
3. Quarterly summary report prepared and submitted two weeks after the preceding month.
4. Annual report prepared in the first quarter of the year following.
5. Weekly laboratory surveillance conducted.
6. Necessary manual prepared in agreed timeframe.
7. Results from CAREC prepared and disseminated in a timely manner
8. Surveillance training implemented.
9. Packaged and shipped samples received within the timeframe
10. Weekly surveillance bulletin prepared
11. Survey carried out annually
12. Investigation of outbreaks completed in a timely manner.

## **REQUIRED COMPETENCIES**

<b>No</b>	<b>Functional/Technical Competencies</b>
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1	Knowledge of Epidemiological methods and public health.
2	Knowledge of research methods and techniques
3	Knowledge of National Health Policies
4	Working knowledge of spreadsheets, Word processing and EPI Info.
5	Ability to collect, collate and analyse data.
6	Ability to prepare and make presentations at seminars and workshops.

<b>No</b>	<b>Core Competencies</b>
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1	Ability to communicate effectively both orally and in writing at all levels.
2	Ability to establish and maintain effective working relationships with others working in the public and private sectors.

3	Ability to deal with sensitive issues and data and maintain confidentiality of information received and provided.
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**MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE**

- B. Sc. Degree in Health Related Sciences or equivalent
- Masters Degree in Public Health
- Training in Epidemiology
- Minimum of three (3) years working experience in health field.