



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

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE:	Director, Epidemiological Research & Data Analysis
JOB GRADE:	SOG/ST 8
DEPARTMENT:	Health Promotion & Protection
REPORTS TO:	Director, Health Promotion & Protection
MANAGES:	Bio-Statistician, Research System Administrator, Research Staff, 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 coordinate a National Health Research Programme.

KEY OUTPUTS

1. National Health Research developed and implemented
2. Research needs Identified and addressed.
3. Research priorities defined and financing obtained.
4. Research studies commissioned and research activities coordinated.
5. Research data analysed, guides prepared, scientific papers produced and disseminated.
6. Data for the planning and evaluation of health intervention programmes prepared and disseminated to relevant stakeholders.
7. In-service training programmes for staff in the use of research methodology designed and conducted.
8. Surveys to evaluate health services, programmes and clinical practices designed and conducted.
9. Research and Surveillance manuals as well as field guides prepared. Research staff trained at the regional and parish levels in the use of these guides and manuals.

KEY RESPONSIBILITY AREAS

1. Develops and Implements a programme of National Health Research in order to ascertain the patterns, trends and frequencies of diseases and injuries and the factors that influence this distribution.
2. Identifies research needs and ensures that these needs are addressed.
3. Coordinates the setting of research priorities, obtains the necessary policy decisions and takes appropriate action obtained to financing.
4. Liaises with international agencies regarding technical and financial assistance for health research in Jamaica.
5. Participates in the Essential National Health Research Committee.

6. Liaises with Universities, Research Institutes, PIOJ, and other local and international agencies regarding research.
7. Commissions research studies and coordinates research activities.
8. Analyses of data and guides the preparation of research reports.
9. Presents research findings for translation into policy, programmes and clinical practice.
10. Reviews research protocols to determine the ethics of the research and technical soundness and relevance.
11. Actively participates in the functioning of an Ethical Review Committee.
12. Promotes health research throughout the health services.
13. Provides technical advice regarding research methodology and all aspects of research.
14. Designs and conducts in-service training programmes for staff in the use of research methodology.
15. Designs and conducts surveys to evaluate health services, programmes and clinical practice.
16. Develops Research and Surveillance Manuals and field guides and train staff at the regional and parish levels in the use of these guides and manuals.

PERFORMANCE STANDARDS

1. A National Health Research Programme.
2. Research and Surveillance manuals and field guides for research staff.
3. A high level of performance consistently.

REQUIRED COMPETENCIES

Functional/Technical Competencies	Levels
Sound Knowledge of the National Health Policy and of Public Health Laws and Regulations.	
Expertise in epidemiology.	
In-depth knowledge of research methodology.	
Knowledge of statistical techniques.	
Ability to analyse and interpret statistical data	

Core Competencies	Levels
Excellent oral communication	4
Excellent written communication skills	4
Effective leadership skills	4
Excellent analytical thinking skills	4
People management skills	4
Problem solving and decision making	4
Initiative	4
Compliance	3
Interpersonal skills	4

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- A Bachelors Degree in Health Related Sciences or one the Behavioural Sciences.
- Plus**
- A Masters Degree in Epidemiology or equivalent; and
 - Eight (8) years working experience in designing and conducting epidemiological or behavioural research; or
 - Any equivalent combination of education and experience.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Typical working environment, no adverse working conditions

AUTHORITY

- To establish health research priorities
- To review and recommend changes to research protocols
- To negotiate financing of research projects