



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

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**JOB DESCRIPTION AND SPECIFICATION**

**JOB TITLE:** Assistant Blood Donor Organizer  
**JOB GRADE:** GMG/AM 3  
**DEPARTMENT:** National Blood Transfusion Services  
**REPORTS TO:** Blood Donor Organizer  
**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**

Under the supervision of the Blood Donor Organizer, the incumbent is responsible for assisting the blood Donor Organizer in planning, organizing and co-ordinating the Blood Donor Recruitment Programme. Also ensuring that all potential donors are properly educated, informed and motivated.

## **KEY OUTPUTS**

1. Donors recruited
2. Educational materials distributed
3. Communities and committees organized
4. Contact list maintained

## **KEY RESPONSIBILITY AREAS**

1. Contributing to the education recruitment and motivation of potential donors.
2. Establishing and maintaining contact with businesses and private sector organizations to arrange attendance of voluntary donors at collecting centres.
3. Producing and distributing material for publicity and educational programmes.
4. Assisting in the supervision of staff in the donor organizing section, including the recruitment and registration of donors and efficient maintenance of donor records.
5. Assisting in the planning and scheduling of mobile operations in order to ensure adequate levels of donation on a continuous basis.
6. Undertaking the duties and responsibilities of the Blood Donor Organizer during the absence of that officer.
7. Maintaining contact with medical personnel directly involved in patient care e.g. doctors and nurses to solicit assistance in motivating relatives and friend to donate blood.
8. Establishing education programme in schools and communities in order to generate public awareness of the service and the needs of the organization.

9. Maintaining constant public sensitivity through the media – press, radio and television.
10. Organizing voluntary committees in communities.
11. Assisting in the promotion of the Blood Transfusion Service by performing public speaking engagements in schools, places of business and service clubs.

## **PERFORMANCE STANDARDS**

### **REQUIRED COMPETENCIES**

<b>Functional/Technical Competencies</b>	<b>Levels</b>
Good knowledge of the Public Service Regulations, practices and procedures.	
Knowledge of regulations governing Ministry of Health	
Good knowledge of Public relations and customer service	
Knowledge of the Blood Transfusion policy	

<b>Core Competencies</b>	<b>Level s</b>
Oral communication skills	
Written communication skills	
Leadership	
Planning and organizing skills	
Problem Solving and Decision Making	
Interpersonal skills	
Initiative	
People Management	

### **MINIMUM REQUIRED EDUCATION AND EXPERIENCE**

- BSc. Degree in Business Administration, Management Studies or equivalent
- Additional training in public relations/speaking and customer service will be an asset

- A minimum of three (3) years working experience in an administrative capacity - or
- Any equivalent combination of education and experience

**SPECIAL CONDITIONS ASSOCIATED WITH THE JOB**

- Typical working environment, no adverse working conditions

**AUTHORITY**