



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

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**JOB DESCRIPTION AND SPECIFICATION**

<b>JOB TITLE:</b>	Programme Development Officer - Nutrition
<b>JOB GRADE:</b>	GMG/SEG 2
<b>DEPARTMENT:</b>	Health Promotion and Protection
<b>SECTION:</b>	Nutrition
<b>UNIT:</b>	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 general direction of the Director Nutrition, the Programme Development Officer- Nutrition will be responsible for the development, coordination and monitoring of the implementation of the Nutritional Programmes islandwide.

## **KEY OUTPUTS**

1. Collaboration on National Policies and Programme in nutrition
2. Development of standards and norms to guide the operation of Nutrition Services in public hospitals
3. Set national directional priorities for the nutrition component of health care, providing a critical link between the Ministry of Health and the Regions
4. Provide technical guidance to the Regional Health Services on all aspects of the nutrition services.

## **KEY RESPONSIBILITY AREAS**

1. Participate in the development and evaluation of National Food and Nutrition Policies and programmes which are consistent with the Ministry of Health's priorities
2. Develop and review periodically norms and standards (Nutrition Surveillance Systems) to guide the nutritional management and care of nationally vulnerable groups and establish guidelines for evaluating nutrition programme effectiveness.
3. Utilize various Nutrition research methodologies to inform national nutrition policies and develop national nutrition programmes
4. Develop, monitor and evaluate national programmes related to Family Health with particular emphasis on childhood malnutrition, breastfeeding, anaemia in pregnancy and the chronic nutrition-related non-communicable diseases.
5. Consult with various technical specialists regarding current methodologies for nutrition interventions in order to upgrade nutrition projects and programmes.
6. Participate in the planning and coordination of an annual training programme for nutrition and dietetics interns.

7. Determine the cost of the basic food basket on a quarterly basis to guide policy decisions relating to e.g. minimum wage guidelines, wage negotiations etc.
8. Coordinate with other agencies e.g. CFNI, TMRU, NFNCCJ, FAO etc. in the development of nutrition-related research and Programme Evaluation proposals.
9. Promote healthy eating habits through participation in public education programmes as well as formal training of health staff in the area of nutrition.
10. Provide technical guidance on nutrition to the Regional Health Authorities.
11. Provide consultation to public and private agencies on nutrition related matters, as well as, students at all levels involved in nutrition research and projects.
12. Serve on various committees involved in various nutrition-related programmes e.g. Lactation Management Committee, National Chronic Diseases Committee, ICN etc.
13. Prepare the Nutrition Section's quarterly Nutrition Update bulletin.
14. Examine the relevant data from the Regions and identify vulnerable groups and give recommendations for programmes to address problems of food insecurity and ensure a nutritionally adequate and safe diet.
15. Perform any other duties, as assigned by the Director, Nutrition.

## **PERFORMANCE STANDARDS**

The job is satisfactorily performed when:

1. National Policies and Programmes on Nutrition are developed and implemented
2. The National Nutrition Surveillance System is adequately maintained
3. Guidelines for evaluating the effectiveness of Nutrition programmes are established

4. Objectives are consistently achieved

**REQUIRED COMPETENCES**

<b>Functional/Technical Competencies</b>	<b>Level s</b>
Knowledge of National Health Policy	
Knowledge of Dietetics and Nutritional Practices	
Knowledge of Nutrition programme development , implementation and assessment	
Knowledge of availability of Food Supplements and the relative value of each	
Knowledge of sanitary and safety standards	
Computer literate	

<b>Core Competencies</b>	<b>Level s</b>
Ability to plan and supervise diversified dietary programme	
Ability to evaluate food programme	
Ability to communicate effectively both orally and in writing	
Ability to demonstrate establish and maintain satisfactory working relationships with a wide cross section of professionals and organizations	
Excellent interpersonal skills	
Good time management skills	

**REQUIRED QUALIFICATIONS AND EXPERIENCE**

- Bachelor’s Degree in Nutrition, Dietetics, Food and Nutrition or Equivalent
- Masters degree in Nutrition which must include one year of research
- Post graduate training in Management
- Be registered with the Council for Professions Supplementary to Medicine  
and
- Minimum of seven (7) years experience in the field of Nutrition  
or
- Any equivalent combination of education and experience

**SPECIAL CONDITIONS ASSOCIATED WITH THE JOB**

May be required to work beyond the normal working hours

**AUTHORITY**

- To participate in the development of National Nutrition Policies and Strategies
- To participate in the development of National programmes to improve the nutritional status of the nation
- To represent the Ministry at conferences