

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE:	International Health Regulations (2005) Programme Development Officer
JOB GRADE:	NPG/RN 4
DEPARTMENT:	Emergency, Disaster Management & Special Services Branch (EDMSSB)
REPORTS TO:	Directors EDMSSB and Unit Head, IHR
MANAGES:	Not applicable

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 direction of the Director, EDMSSB, and the Unit Head, the incumbent collect, collate, tabulate, prepare, analyse and disseminate information relating to Public Health Events and Emergencies of International Concern including surveillance of Ports of Entry, Issues relating to Radiation and Chemical Events and any other disease or emergency which may present a public health risk. Monitor and evaluate select communicable diseases and their risk factors.

KEY OUTPUTS

1. Timely submission of reports.
2. Field surveillance data collected, monitored and verified.
3. Collation and analysis of surveillance data submitted.
4. Manuals prepared.
5. Training planned and implemented
6. Surveillance bulletin prepared
7. Surveys carried out.

KEY RESPONSIBILITY AREAS

1. Assists the Directors EDMSSB and Unit Head, IHR in the collation, assessment, verification, standardization and analysis of data relative to selected aspects of the surveillance of public health events and emergencies of international concern throughout the country.
2. Prepare graphic presentations and written reports of data received.
3. Participates in research and investigations of increased occurrences of public health conditions of international interest locally and regionally.

4. Monitors trends and undertake comparative analysis of surveillance data on public health events of international concern. 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. Prepare routine reports on selected aspects of surveillance including quarterly surveillance bulletins and month, quarterly, annual reports.
7. Assists in the preparation of protocols, procedures manuals and other documents relative to the implementation of the International Health Regulations.
8. Liaises with public and private agencies in monitoring of public health events within the framework of the International Health Regulations.
9. Provides support to the National Disaster Management Team as required during an emergency.
10. Assist in preparation of special reports for national, regional and international agencies.
11. Participates in training and orientation of health care workers.
12. Attends and participates in all required meetings.
13. Participates in special surveys, as required.

14. Prepares and assists with surveillance and other related training.
15. Performs any other related duties as assigned by the Director EDMSSB or IHR Unit Head.
16. Inventory management, monitoring, distribution under supervision of IHR Unit Head of medications for prophylaxis for conditions stipulated under international Travel and Health guidelines.

PERFORMANCE STANDARDS

1. Monthly report prepared and submitted one week after the end of preceding month.
2. Quarterly summary report prepared and submitted two weeks after the preceding month.
3. Annual report prepared in the first quarter of the year following.
4. Necessary manual prepared in agreed timeframe.
5. Surveillance and other related training implemented.
6. Field investigation data analyzed and submitted

REQUIRED COMPETENCIES

No.	Functional/Technical Competencies
1	Knowledge of Epidemiological methods and public health.
2	Knowledge of research methods and techniques
3	Knowledge of International Disease Classification
4	A basic knowledge of the clinical presentation and control of major Communicable Diseases of International concern and other Public Health risk factors
5	Knowledge of National Health Policies
6	Working knowledge of spreadsheets, Word processing.
7	Ability to collect, collate and analyse data.
8	Ability to prepare and make presentations at seminars and workshops.

No.	Core Competencies
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.

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Certificate in Registered Nursing/BSc
- Masters Degree in Public Health

PLUS

- At least five (5) years post graduate nursing exposure in clinical or public health management