



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 - Dietetics
<b>JOB GRADE:</b>	
<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- Dietetics purpose is

## **KEY OUTPUTS**

1. Collaborate in the development, implementation and evaluation of National Policies and Programmes on Dietetics
2. Develop, field test and equip government hospitals with standards and norms to guide the operation of Dietary Services in public hospitals
3. Set national directional priorities for the dietetics 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 dietetics services.

## **KEY RESPONSIBILITY AREAS**

1. Assess available information and provide advice to guide the formulation of Dietetics and Nutrition Policies.
2. Collaborates with the Programme Development Officer- Nutrition in identifying Nutrition and Dietetics priority issues and develop appropriate strategic approaches.
3. Establishes a monitoring system for Dietetics data to inform programme implementation:
  - I. Identify indicators for monitoring
  - II. Manage the collection and dissemination
  - III. Develop the reporting mechanism to ensure that the appropriate data is submitted in order to facilitate monitoring
4. Develop and monitor the issue of nutrition care plans for the management of specific disease states in the delivery of health care services
5. Assess and coordinate relevant hospital Dietetics system and subsystem ( clinical and administrative) to ensure that operational standards are met
6. Provide technical guidance and support to policy makers, Regional Health Authorities, Dieticians and Technical staff and contracts on

nutrition and dietetics issues.

7. Conduct relevant research in Nutrition and Dietetics, Interpret current information for appropriate application to Dietetics Services and develop national programme to address priority issues
8. Provide dietetics expertise to relevant committees, institution, organizations and associations at the local /community and national level
9. Collaborate with the Manpower Planning and Development Section to plan and implement national training programmes and workshops to provide dietetics staff and interns with the knowledge and skills needed to manage hospital dietary services
10. collaborate with the Health Promotion and Education Section in developing public education programmes
11. Collaborates with the different agencies, intersectorially as well intrasectorially to peer review documents and interns
12. Develop criteria for selection and employment of staff for Dietetics services, set standards and develop indicators for monitoring performance
13. Evaluate Dietetics Programmes in public health care institutions and develop strategies to ensure that Dietetics service is cost effective
14. Develop norms, standards and criteria for monitoring the delivery of dietary services in hospitals including menu planning, food preparation and service, purchasing, sanitation standards and safety practices. Conduct periodic evaluation to ensure that standards are maintained
15. Performs any other duties, as assigned by the Director, Nutrition

### **PERFORMANCE STANDARDS**

1. National Policies Programmes on Dietetics are developed and implemented
2. Standardize Food Service System are developed for government hospitals
3. Cost effectiveness is achieved in dietary services in public hospitals

4. Objectives are consistently achieved
5. Dietary norms and standards are consistent with international standards

### **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 t 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**

- Bachelors Degree in Nutrition, Dietetics or Equivalent
- Masters Degree in Nutrition or Dietetics or Equivalent
- Be registered with the Council for Professions Supplementary to  
Medicine and
- A minimum of seven (7) years experience in Dietetics
- 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 advise on technical issues and provide support matters relating to Dietetics
- To develop norms and standards in Dietetics For Regional Health Authorities to guide programme development
- Determine priorities on Dietetics and mandate policy to be implemented