



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

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE:	Director, Emergency, Disaster Management & Special Services
JOB GRADE:	GMG/SEG 3
DEPARTMENT:	Emergency Disaster Management & Special Services
REPORTS TO:	Chief Medical Officer
MANAGES:	Administrator (GMG/AM 3) Senior Secretary OPS/SS 3) Staff designated for emergencies, disasters and Special Services

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 ensure the provision of Emergency Medical and Special Services and Maintain the capacity of the health sector to prevent, prepare for, mitigate and respond to all emergencies and disasters for the country.

KEY OUTPUTS

1. Strategic and operational plans prepared
2. Policy recommendations submitted
3. Budget prepared
4. Norms, standards and procedures adhered to
5. Technical Advice provided
6. Regional Supply Tracking Systems (R.S.T.S.) and Geographical information systems maintained

KEY RESPONSIBILITY AREAS

Management and Administrative

1. Participates in the Ministry's strategic planning process
2. Represents the Ministry of Health and serves as technical advisor on the National Disaster Committee (NDC), the National Disaster Executive (NDE) and the relevant Committees.
3. Coordinates the provision of health services at events of local and international significance, for the visits of international dignitaries, the travel of Jamaican officials and illegal immigrants.
4. Ensures the development and implementation of appropriate health promotion and education strategies and programmes islandwide for emergencies and disasters.
5. Manages the Ministry of Health's Emergency and Disaster Management budget and authorizes expenditure as mandated.
6. Represents the Ministry of regional and international conferences on Disaster Management and emergency Medical services.

7. Maintains liaison with international, regional and local organizations involved in disaster management and emergency medical services.

Emergency and Disaster Management

1. Provides technical advice to the Ministry of Health, Permanent Secretary and Chief Medical Officer on all aspects of Emergency and Disaster Management relevant to the health sector.
2. Establishes and maintain an efficient and effective radio communication system to ensure islandwide communication within the health sector and with other relevant agencies in the event of emergencies and disasters.
3. Guides the development and supports the implementation of disaster prevention and mitigation programmes at regional and parish levels, including the conducting of vulnerability studies.
4. Establishes and maintains the computerized management information systems Supply Management System (SUMA), Regional Supply Tracking System (RSTS) and the Geographical information System (GIS) and designate staff and equipment for national and Caribbean Regional response.
5. Ensures the capability of the Ministry of Health and Regional Health Authorities to activate and maintain the Emergency Operations Centres within twelve (12) hours of an emergency.
6. Analyses and interprets all relevant data, information and trends, including epidemiological and research activities, which impact on emergency and disaster management, for health sector.
7. Ensures damage and needs assessment for health sector, and develop priority needs for submission to local and international donor agencies.
8. Coordinates all relief activities, including clearance, receipt, storage and distribution of all vehicles/supplies for the health sector.
9. Collaborates in the development and implementation of regional inter-sectoral simulation exercises to evaluate and update these disaster management plans.
10. Ensures the maintenance of the emergency and disaster capability at all ports of entry, consistent with international standards.

Emergency Medical Services

1. Establishes a comprehensive Emergency Medical Service islandwide and ensures the effective coordinating mechanisms are established to integrate the efforts of all agencies involved in delivering Emergency Medical Services.
2. Develops and maintains the use of norms, standards and procedures to guide emergency services, particularly at the level of Fire Services and Hospitals.
3. Establishes a system of inter-hospital transfer of patients managed by the Emergency Medical Services, including the use of helicopter services.
4. Develops and monitors the implementation of standards and procedures of the use and maintenance of Emergency Medical Services vehicles.

Special Projects

1. Plans and implements special projects as required by the Ministry from time to time
2. Directs project teams as assigned for special projects.

Human Resource Management

1. Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends corrective action where necessary to improve performance.
2. Provides leadership and guidance to direct reports through effective planning, delegation, communication, training and mentoring.
3. Ensures that welfare and developmental needs of staff are clearly identified and addressed.
4. Establishes and maintains a system that fosters a culture of teamwork, employee improvement and commitment to the division and organization's goals.

PERFORMANCE STANDARDS

1. National policies and strategic and operational plans are developed and implemented for Disaster Management and Emergency Medical Services.

2. National Programmes for disaster management are developed and implemented
3. An effective and efficient radio communication system is established and maintained islandwide.
4. Effective direction and coordination of all relief activities.
5. Emergency Medical Services is implemented and there is effective coordination between all sectors.
6. A high level of performance is consistently achieved
7. Advice given is technically sound.

REQUIRED COMPETENCIES

Functional/Technical Competencies
Knowledge of Health Policies and Procedures
Knowledge of International Health regulations and current trends
Sound technical knowledge
Knowledge of international and National Health Policies, Conventions and legislation
Knowledge of current trends and practices in Emergency and Disaster Medicine and Management locally, regionally and internationally
Knowledge of the medical management of diseases with significance for international travel and health and new emerging diseases
Knowledge of Management Principles and Practices
Knowledge of programme planning, implementation and evaluation
Knowledge of epidemiological principles, practice, trends and application
Knowledge of supply management systems and inventory control for emergencies and disasters

Core Competencies	Levels
Excellent oral communication skills	4
Excellent written communication skills	4
Excellent leadership skills	4
Ability to work in a team	4
Excellent interpersonal skills	4
Excellent Social skills	4

Possess analytical thinking skills	4
Ability to manage external relationships	4
Possess problem solving and decision making skills	4
Excellent planning and organizing skills	3
Ability to manage external relationships	4

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- A qualified Medical Doctor
- Specialized training in Emergency and Disaster Management, Mass Casualty Management and Supply Management Systems for emergencies and disasters – plus
- Eight (8) years related experience, three (3) of which should be at a managerial level

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Required to work in adverse conditions during emergencies and disasters

AUTHORITY

- To represent the Ministry of Health at the National Disaster Committee and International Decade for Natural Disaster Reduction Committee and relevant committees.
- To activate the Emergency Operations Centres and Command Posts
- To authorize expenditure for Emergency and Disaster Management within approved limits
- To determine the priority needs for emergencies and disasters.