



PERFORMANCE MANAGEMENT AND APPRAISAL SYSTEM - GOVERNMENT OF JAMAICA

MINISTRY OF HEALTH

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE:	Bio Statistician
JOB GRADE:	SOG/ST 7
DEPARTMENT:	Health Promotion and Protection
SECTION:	Epidemiology Research & Analysis
REPORTS TO:	Director, Epidemiological Research & Analysis
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 general direction of the Director, Epidemiology Research and Analysis the incumbent is responsible for conducting bio-statistical analyses of epidemiological data collected from field surveys conducted islandwide.

KEY OUTPUTS

1. Analyses, forecasting in the incidence of chronic/communicable diseases generated
2. Reports prepared.
3. Training in bio-statistic, data analysis and research methodology completed
4. Research data analysed, guides prepared, scientific papers produced and disseminated.
5. Instruments used for the collection of data for surveillance and research established and maintained
6. Analysis and trends in the incidence of chronic/communicable disease implemented.

KEY RESPONSIBILITY AREAS

1. Analyses disease trends and forecasting the incidence of chronic/communicable diseases.
2. Provides technical advice concerning research and the conduct of analysis of Epidemiological data
3. Provides advice concerning research methodology and statistical analysis of data sets
4. Conducts training in bio-statistics, data analysis and research methodology
5. Undertakes statistical analysis of epidemiological data collected from field surveys using appropriate computer programmes
6. Establishes and analyses trends in incidence of chronic/communicable diseases based on data collected

7. Prepares computer models for forecasting disease trends and evaluating control programmes
8. Collaborates with national and international agencies involved in health research.
9. Prepares reports of research conducted and research protocols
10. Prepares grant applications for research studies.
11. Evaluates the quality of data sets and advises on how the data may be improved.
12. Designs and reviews instruments used for the collection of data for surveillance and research
13. Performs any other related duties that may be assigned from time to time.

PERFORMANCE STANDARDS

1. Stipulated deadlines are consistently achieved
2. Confidentiality of information obtained on the job is preserved
3. Outputs are achieved

REQUIRED COMPETENCIES

Functional/Technical Competencies	Level s
Sound Knowledge of the bio statistical techniques and quantitative analysis including multivariate analysis	
Familiarity with use of computer programmes for statistical analysis	
In-depth knowledge of research methodology.	

Core Competencies	Levels
Excellent oral communication	3
Excellent communication skills	3
Excellent analytical thinking skills	4
People management skills	4

Written communication skills	4
Teamwork and cooperation	4
Problem solving and decision making	4
Impact and influence	3
Initiative	4
Integrity	4
Social skills	4
Compliance	3

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- A Masters Degree in Bio Statistician, Epidemiology or Biochemist
- Five (5) years experience in Bio Medical or Statistical Analysis
- Any equivalent combination of education and experience.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Typical working environment, no adverse working conditions

AUTHORITY

- To establish health research priorities
- To review and recommend changes to research protocols
- To negotiate financing of research projects