



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

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE:	Environmental Health Specialist 2 (Port Health and Quarantine)
JOB GRADE:	GMG/SEG 2
DEPARTMENT:	Environmental Health Unit
REPORTS TO:	Director Environmental Health
MANAGES:	

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
created/revised

Date



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

JOB PURPOSE

To formulate a National Port Health/Quarantine Policy, develop and execute related programmes to prevent the importation and spread of diseases with minimum interference on world traffic while ensuring that satisfactory health standards are attained and maintained at airports and seaports to prevent the dissemination of vectors.

KEY OUTPUTS

1. National policy developed and implemented
2. Policy recommendations formulated
3. Technical advice given
4. Norms and Standards developed

KEY RESPONSIBILITIES

1. Develops the National Port Health/Quarantine Policy and related programmes aimed at preventing and controlling the importation and spread of communicable diseases throughout Jamaica.
2. Interprets laws, regulations, and international conventions and regulations and develops and implements compliance and enforcement policies.
3. Advises the Director, Environmental Health on Port Health/Quarantine issues
4. Provides technical advice to the Director, Standards Research and Development in preparation of standards and protocols to guide staff in the delivery of Port Health/Quarantine Services.
5. Provides leadership in the review/update of legislation for the implementation and support of Port Health/Quarantine Programmes.
6. Provides linkages, coordination and follow-up service between the Ministry and the Regional Health Authorities on the implementation of port health/quarantine activities.
7. Develops and implements systems to maintain an integrated vector control programme at the ports of entry.

8. Liaises with the Airport Authority, Port Authority and other related agencies to ensure compliance with Quarantine Laws, Shipping Act and Regulations
9. Monitors and evaluates the implementation of the Port Health/Quarantine Service delivery System in the Health Regions.
10. Consults with officials of various public and private sector organizations on matters such the status of vector-borne diseases regionally and internationally and ensure the inspection of imported goods to prevent the possible introduction of foreign vectors.
11. Prepares advisories for medical practitioners, airlines, travel agencies, hospitals and other relevant institutions on the ever-present risks of the re-introduction of malaria into Jamaica and the strategies to prevent such occurrence.
12. Monitors and evaluates the facilities at the waterfront for storage of food and grains and advises on the control of rodents and other vermin.
13. Reviews and evaluates reports submitted by Public Health Personnel and provide technical advice and make recommendations for the improvement of Port Health /Quarantine Services.
14. Consults/liaises with Regional Health Authorities, Port Authority, Airport Authority, Shipping Association of Jamaica and other government and private agencies, to ensure that there is beneficial use of new information technologies and electronic transmission of data in the field of Maritime and Air Transportation and Trade.
15. Manages the Port Health Information System and use the information for critical review of the National Programme.
16. Liaises/consults with Port health personnel to ensure the monitoring of ships to see that no animals or birds are brought ashore illicitly and departure checks to ensure their departure.
17. Liaises/consults with Port Authority of Jamaica, Shipping Association of Jamaica, the various Parks and Markets, the various Parish Councils and other government and private agencies, to ensure that adequate and satisfactory reception facilities and disposal sites are provided for the storage and disposal of aircraft and motor vessel generated wastes.
18. Liaises/consults with the appropriate educational institutions and government agencies re: the development of post graduate training programmes for port health/quarantine officers.

19. Performs other related duties, as assigned by the Director, Environmental Health.

PERFORMANCE STANDARDS

1. The development of a National Port Health/Quarantine Policy and programmes
2. Port Health/Quarantine Programmes are consistent with international regulations and practices
3. The development and maintenance of a Port Health Information System
4. A high level of performance is demonstrated consistently

REQUIRED COMPETENCIES

Critical Functional/Technical Competencies	Level s
In-depth knowledge of Public Health Laws and Regulation	
Knowledge of Port Health and Quarantine laws	
Sound knowledge of environmental protection and control laws, practices and issues locally and internationally	

Critical Core Competencies	Level s
Excellent oral communication skills	3
Excellent written communication skills	3
Ability to work in a team	3
Excellent interpersonal skills	3
Ability to work on own initiative	3
Ability to manage external relationships	3
Adaptability	3

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Bachelors Degree in Public Health/Environmental Health Science - or
- Diploma in Public Health Inspection
- Masters Degree in Public Health/Environmental Health Science or Equivalent; plus

- Five (5) years progressive working experience in Public Health/Port Health
- or
- Any equivalent combination of education and experience

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Required to travel overseas.
- Must demonstrate a high level of integrity and professionalism

AUTHORITY

- To inspect food storage facilities at the airports and sea ports and make recommendations as required.
- To represent the Ministry of Health at national and international fora on port health/quarantine