



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

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE:	Curriculum Development Specialist
GRADE:	GMG/SEG 3
DIVISION:	Human Resource Management and Corporate Services
DEPARTMENT:	Human Resource Management & Development
UNIT:	Manpower Planning and Development
REPORT TO:	Director, Manpower Planning and Development
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



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JOB PURPOSE

To undertake training needs assessment for the health sector and re-designing curricula of training schools and identify the need for new categories of training or skills, consistent with manpower projections for the health sector.

KEY OUTPUTS

1. Curricula framework for Training Schools in keeping with international standards developed.
2. Training needs assessment of the Health Sector conducted and findings addressed.
3. New categories of Health workers identified consistent with manpower projections for Health Sector.
4. Objectives of courses developed and expected levels of competences of participants established.
5. Appropriate delivery/instruction mode for each training programme developed.

KEY RESPONSIBILITY AREAS

1. Collaborates with the Director, Manpower Planning and Development and the Manpower Planner in undertaking research and analysis of educational and skills needs of the various categories of Health Personnel.
2. Prepares training plan of courses to be delivered based on needs assessment and consistent with the corporate and strategic objectives of the Ministry and Regional Health Authorities. (Done in conjunction with the Director, Manpower Planning and Development).
3. Recommends and identifies alternative sources of curriculum support materials.
4. Develops appropriate curricula in association with technical and professional officers in the Ministry of Health and external "Content Specialists" as required. Obtains approval from the Director, Manpower Planning and Development.

5. Develops appropriate and effective assessment techniques and tools for use by participants to evaluate courses in terms of objectives, content and delivery.
6. Participates as a member of the team reviewing proposals for technical training and professional staff within the public sector.
7. Assists the Director, Manpower Planning and Development in implementing training courses.
8. Reviews and analyses Course Assessments and prepares reports for submission to Director, Manpower Planning and Development.
9. Keeps abreast of developments in adult education/curriculum planning by maintaining contact with local and overseas training institutions, consultants and conducts field interviews.

Other Responsibilities

Performs any other related duties that may be assigned from time to time

PERFORMANCE STANDARDS

1. Courses are developed in an accurate and timely manner.
2. Objectives are consistently achieved.
3. A high level of performance is demonstrated.

REQUIRED COMPETENCIES

Functional/Technical Competencies
Curriculum planning and development techniques
Problem solving and decision making
Knowledge of survey methodology including the design of questionnaires
Analytical thinking

Core Competencies	level
Computer skills	3
Oral Communication	3
Written Communication	3

Time Management	3
Team work and cooperation	3
Interpersonal Skills	3

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Bachelors Degree in Education, with specialization in Curriculum Planning or Training Technology; plus
- Five (5) years experience in designing and planning adult education programmes

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Work outside of regular schedule to meet deadlines
- Exposure to confidential information

AUTHORITY

N/A