



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

Ministry/Entity: Ministry of Health

JOB TITLE:	Health Economist
JOB GRADE:	SOG/ST 7
POST NUMBER:	53790
DIVISION/BRANCH:	Policy Planning and Development Division/Health Systems Improvement Branch
SECTION/UNIT:	-
REPORTS TO:	Director, Health Systems Improvement
MANAGES:	Cost Analyst

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent.

This document is validated as an accurate and true description of the job as signified below:

_____ Employee	_____ Date
_____ Manager/Supervisor	_____ Date
_____ Head of Department/Division	_____ Date
_____ Date received in Human Resource Division	_____ Date Created/Revised

1. JOB PURPOSE (Reason for Existence)

Reporting to the Director, Health Systems Improvement, the Health Economist carries out financial and economic analysis, develops models and determines the returns to health care and its contribution to economic growth, provides evidence based policy advice and support to the Ministry and its agencies.

2. KEY OUTPUTS (Results, Deliverables)

- Research and analysis conducted;
- National Health Accounts prepared and maintained;
- Performance indicators for monitoring the health sector produced;
- Baseline indicators for health Services produced;
- Technical economic advice provided;
- Individual work plan prepared;
- Reports prepared and submitted.

3. KEY RESPONSIBILITIES (Activities, Tasks)

A.) Management/Administrative Responsibilities

- Participates in the development of the Operational Plan and budget for the Policy, Planning and Development Division;
- Contributes to the preparation of the Branch's annual budget;
- Prepares individual work plan;
- Provides technical economic advice to the Permanent Secretary and Senior Management in the Ministry;
- Contributes to the preparation of status reports for the division;

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- Prepares and submits technical and other reports as required;
- Represents the ministry at meetings, local and international conferences and other functions as directed.

B.) Technical/Professional Responsibilities;

- Monitors and forecasts developments in the internal and external economy especially in terms of the balance of payments, fiscal accounts, the productive sector and the labour market, which impact on the health sector;
- Conducts economic research and analysis on economic factors affecting the Health Services and provide data and information to inform the policy development and planning processes;
- Researches the benefits and cost-effectiveness of interventions in the provision of health care;
- Researches and advises on the economic and financial aspects of the health sector;
- Prepares presentations and reports on research findings to update about new issues and solutions;
- Prepares and maintains the National Health Accounts. Submits to government agencies and the World Health Organisation (WHO);
- Develops performance indicators for monitoring the performance of the major providers of services in the health sector;
- Participates in developing baseline indicators for the financing, accessibility and utilization of health services;
- Develops and execute health economic issues and methods;
- Perform economic analysis and model plans for health-care programs;

- Collaborates with officers in the Ministry and the Regional Health Authorities with respect to the preparation and implementation of plans and programmes so that adequate attention is given to issues of financial sustainability and equity;
- Participates in the review of current and alternative health financing mechanisms;
- Develops and implements strategies and models of health care to foster integration of health services for effective implementation of health programmes;
- Ensures that costed health plans, programmes and project proposals are prepared;
- Collaborates with the Costs Analyst in evaluating various costs relating to the health sector;
- Keeps abreast of new developments, trends and changes in the health sector and make recommendations for their adoption where necessary.

C.) Human Resource Responsibilities

- Ensures that the development and welfare needs of staff supervised are identified and addressed;
- Monitors and evaluates the performance of staff supervised and recommends corrective actions where necessary;
- Provides leadership and guidance to staff supervised through effective planning, delegation, communication, training, mentoring and coaching;
- Identifies training/development needs of staff supervised and makes recommendations as required;
- Reviews and approves the individual work plans of staff supervised;
- Ensures that work output is consistent with the work plan;
- Formulates and implements measures that will ensure that staff maintains a high level of skill and competence;
- Establishes and maintains a system that fosters a culture of team work, employee

empowerment and commitment to the Division's goals;

- Fosters an atmosphere of trust, high ethical and confidential standard;
- Promotes the building of institutional knowledge for the Branch by ensuring that established systems and procedures are documented and disseminated;
- Ensures that staff supervised is aware of and adheres to the policies, procedures and regulations which guides the operations of the Ministry/Branch//Unit;
- Recommends vacation leave and approves sick and departmental leave for staff supervised in keeping with established Human Resource policies and procedures;
- Recommends disciplinary action in keeping with the established Human Resource policies and procedures;
- Conducts monthly and other ad hoc meetings with staff supervised.

D.) Other Responsibilities:

- Performs any other related duties, as assigned by the Director, Health Systems Improvement from time to time.

4. PERFORMANCE STANDARDS (How Success Will Be Measured)

- Research and analysis conducted in accordance with established standards and timeframes;
- National Health Accounts prepared and maintained in accordance with agreed standards and timeframes;
- Performance indicators for monitoring the health sector developed within agreed timeframe;
- Baseline indicators for health services developed in accordance with approved guidelines;
- Technical economic advice are technically sound and provided in a timely manner;
- Individual work plan prepared in the appropriate format and within agreed deadline;

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- Reports prepared are accurate, comprehensive and submitted on a timely basis;
- Confidentiality of information obtained on the job is preserved;
- High level of performance is demonstrated consistently.

5. INTERNAL AND EXTERNAL CONTACTS

i) Internal

Director, Policy, Planning and Development	Obtain advice, receive directives and guidance, information regarding portfolio and provide feedback
Director, Health Systems Improvement	Receive instructions on priorities and expected results; Provide guidance and information, work assignments and provide feedback
Chief Medical Officer and other Senior Managers	Matters relating to cost of health services, sharing information
Regional Health Authorities, CEO's in Agencies	Provide, obtain and share information

ii) External Contact

Contact	Purpose of Communication
National Interest Groups/Stakeholders	Provide, obtain and share information
Statistical Institute of Jamaica (STATIN)	Collaborate and consult as required; provide information on developments in the health sector
Planning Institute of Jamaica (PIOJ)	Collaborate and consult as required; provide information on developments in the health sector

6. REQUIRED COMPETENCIES

Core

- Good presentation, oral and written communication skills;
- Good interpersonal skills

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- Highly developed analytical, diagnostic and problem solving skills;
- Strong decision-making and critical thinking skills;
- Good leadership, networking and relationship-building skills;
- Good planning, organizing, time management and reasoning skills;
- Ability to exercise sound judgment and conviction of purpose in unfavourable/unpopular situations;
- Ability to prioritise among conflicting demands;
- Excellent research skills;
- Ability to meet critical deadlines;
- Good customer relations skills.
- Excellent skills in teamwork and cooperation;
- Ability to work harmoniously with a diverse group of people at various levels externally and internally;
- Strong goal/result orientation;
- Initiative
- Keen listener;
- Managing external relationships;
- Excellent integrity/ethics exercised in the performance of duties;

Technical

- Sound knowledge of Government's regulations and procedures;
- Indepth knowledge of current economic trends globally;
- Indepth knowledge of mathematical modeling and forecasting techniques;
- Ability to provide leadership and direction in addressing economic issues that impact on health and in relevant cost related negotiations with third parties;

- Knowledge of health policy issues in Jamaica;
- Proficient in the use of economic analysis software;

7. MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- First Degree in Economics or Social Sciences;
- Post Graduate Degree in Health Economics or Health Planning with specialization in Health Economics
- Three (3) years experience in socio economics analysis and research

8. SPECIAL CONDITIONS ASSOCIATED WITH JOB

- Required to work beyond normal working hours as the need arises;

9. AUTHORITY TO:

- Recommend changes in policy directives of the Ministry.

10. WORKING CONDITIONS

- Normal office conditions;