



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

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE:	Programme Development Officer, Chronic Diseases & Injuries
JOB GRADE:	GMG/SEG 1
DEPARTMENT:	Health Promotion and Protection
SECTION:	Disease Prevention and Control
REPORTS TO:	Director, Medical Epidemiologist- Chronic Diseases and Injuries
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

Date created/revised

JOB PURPOSE

Under the general direction of the Medical Epidemiologist, Chronic Diseases and Injuries; the Programme Development Officer, Chronic Diseases and Injuries is responsible for:

KEY OUTPUTS

1. Collaborating with the Medical Epidemiologist, Chronic Diseases and Injuries in designing, testing, monitoring and evaluating programmes for controlling and/or reducing the incidence and impact of chronic diseases and injuries.
2. Initiating research programmes to determine trends, risk factors, patterns and consequences of chronic diseases and injuries

KEY RESPONSIBILITY AREAS

1. Collaborate with the Medical Epidemiologist, Chronic Diseases and Injuries in designing national plans and policies for preventing and controlling the incidence and impact of chronic diseases and injuries in Jamaica
2. Assist the Medical Epidemiologist, Chronic Diseases and Injuries in determining priority programmes to be developed and implemented
3. Prepare project proposals and participate in the negotiation with funding agencies for financial and technical assistance for chronic diseases/injuries programmes
4. Collaborate with Regional and Parish staff in analysing epidemiological data to determine the causes, levels and patterns of chronic diseases and injuries in Jamaica
5. Monitor and evaluate the effectiveness of interventions and reducing and controlling the morbidity and mortality rates relating to chronic diseases and injuries
6. Collaborate with Medical Epidemiologist, Chronic Disease and Injuries in designing health promotion/communication programmes aimed at reducing the incidence and impact of chronic diseases and injuries.
7. Utilize primary and secondary data to project trends on chronic diseases and injuries in Jamaica

8. Initiate, design and implement research projects to guide policy to find solutions to problems relating to chronic diseases and injuries
9. Maintain contact with regional and international health agencies regarding the development and implementation of programmes related to chronic diseases and injuries
10. Keep abreast of trends and development regionally and internationally in relation to chronic diseases and injuries
11. Collaborates with the Health Promotion and Education Section and Health Services Planning and Integration Branch in developing strategies on healthy lifestyles, safety, accident prevention and conflict resolution
12. Liaise with public /private sector agencies involved in programmes to control and reduce the impact of chronic diseases and injuries
13. Prepare regular reports on programmes for submission to the Medical Epidemiologist, Chronic Diseases and injuries
14. Perform other related duties as assigned by Medical Epidemiologist, Chronic Diseases and injuries

PERFORMANCE STANDARDS

1. Objectives are consistently achieved
2. Reports on programmes are comprehensive, accurate and compiled on a timely basis
3. A high level of performance

REQUIRED COMPETENCES

Functional/Technical Competencies	Level s
Sound knowledge of National Health Policy	
Knowledge of laws, regulations and rules governing the health sector	
Working knowledge of research methodology and techniques	
Knowledge of local cultural norms and how they impact on health and safety	
Knowledge of requirements of international funding agencies	
Knowledge of trends and developments in public health,	

nationally and internationally	
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Core Competencies	Levels
Analytical and problem solving skills	3
Initiative	3
Teamwork and cooperation	3
Ability to analyse and interpret statistical data	3
Written Communication Skills	3
Oral Communication skills	3
Use of Technology	2

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- B.Sc. in Behaviour Sciences, Health Related Science or equivalent
- Training in Epidemiology and/or public health would be an asset- plus
- Four (4) years work experience in the health field

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Expected to demonstrate a high level of integrity and professionalism
- Privy to highly confidential and sensitive information
- Numerous critical deadlines

AUTHORITY

- To plan/develop national programmes to control and/or reduce the incidence and impact of chronic diseases and injuries in Jamaica.
- To represent the Ministry of Health at for a pertaining to chronic diseases and injuries
- To recommend expenditure as per approved limits in respect of chronic diseases/injuries programmes